



## **Scribe Accounts 2015**

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# Accounts 2015

## User Guide

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*by Andrew Pickering*

*This Guide is a snapshot of the On-Line Help guidance which is maintained on the Scribe 2000 website.*

*You are recommended to utilise the web help.*

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# Scribe Accounts 2015

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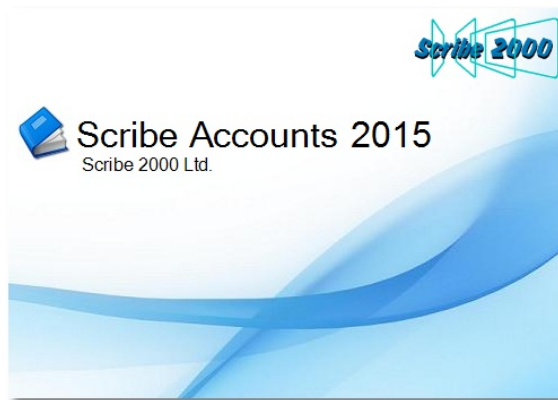
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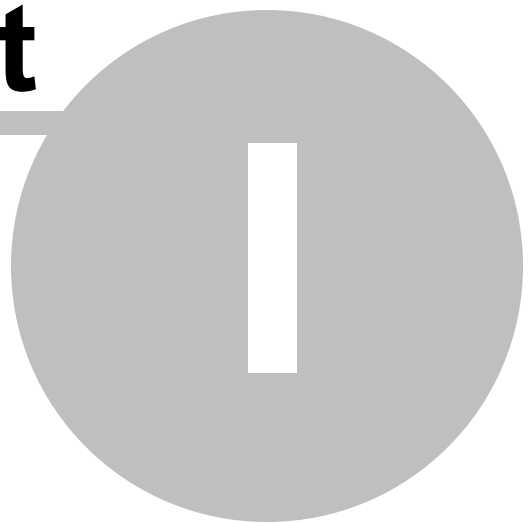
## Foreword

We hope you find this guide useful, relevant and written in Plain English.

If you notice any errors or omissions or have any suggestions for additional pointers which would help other users, please contact us.

This document has been constructed automatically so there may be some format issues, eg diagrams which do not quite fit the page in the same way they do in the online version.

**Part**





# 1 Contents

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## Scribe Accounts 2015

Version 2.0.1.1



[Tutorial  
\(Intro\)](#) [ 17 ]

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visit the [Download Centre](#)

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Go direct to User Information website.....

[User Info Centre Home](#)

or straight to

[Download Centre](#)

[ScribeSpace Contact Centre](#)

## 1.1 Introduction

This software is Scribe Accounts 2015, which is a Receipts and Payments (or 'cashbook') accounting system based on actual transactions.

This accounting method is appropriate for all councils which have a turnover of less than the defined cut-off figure (in England, £6.5 million per year).

For those councils which need to (or choose to) produce an Income and Expenditure Account and Balance Sheet, the process of producing these is included within the end-of-year procedures. This does not mean that you are using Income and Expenditure (or 'accrual') accounting for the Council, which would be based on invoiced transactions throughout the year, rather than actual transactions. Although you can produce invoices when using the Receipts and Payments accounts, you should not try to use Accounts 2015 for Accrual accounting.

For details of what is included in the application, [click here](#)<sup>11</sup> to see the functions covered by the main toolbar.

### Getting Started

For a simple list of what needs to be done, see the topic [First Time User?](#)<sup>15</sup>

To go through the initial requirements for setting things up, see the topic [Setup](#)<sup>02</sup>

---

The screenshots used in this guide for reference are generally captured from Windows 7. Other screen displays may be marginally different.

## 1.2 Application Toolbar



This main toolbar controls all the functions of the application.

By default you will see the first sub-menu displayed, which is the **Transactions** toolbar.

Each top level menu item has a toolbar below it when you select it. Click on a link for more details

<a href="#">Transa ctions</a>   96	<a href="#">Bank</a>   133	<a href="#">Report s</a>   147	<a href="#">Setup</a>   62	<a href="#">Year End</a>   171	<a href="#">Help</a>   221
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**Note:** You will only be able to access the toolbars which your permitted level of access allows. By default, a single user can access all areas, but you can control how much other users can do by setting them an access level. See Users.

- ☐ [Transactions](#)<sup>96</sup> cover the majority of day to day entries - new receipts or payments, and special cases like journal transfers.
- ☐ [Bank](#)<sup>133</sup> includes transfers between bank accounts (or cash) and provides bank reconciliation processes.
- ☐ [Reports](#)<sup>147</sup> cover the reporting functions from the accounts, producing detailed lists or summary statements.
- ☐ [Setup](#)<sup>62</sup> allows you to set up (or alter) user names, financial years, cost codes and similar items.
- ☐ [Year End](#)<sup>171</sup> covers all the processes for producing the annual statement, and converting the Receipts and Payments records into an Income and Expenditure account.
- ☐ [Help](#)<sup>221</sup> connects you to this online help and also gives the current version no

### Utilities



Click the [Utilities](#)<sup>88</sup> button to pop up another menu to cover various backup and customising routines.

Use the **Exit** button in the Utilities menu to exit the application when finished.

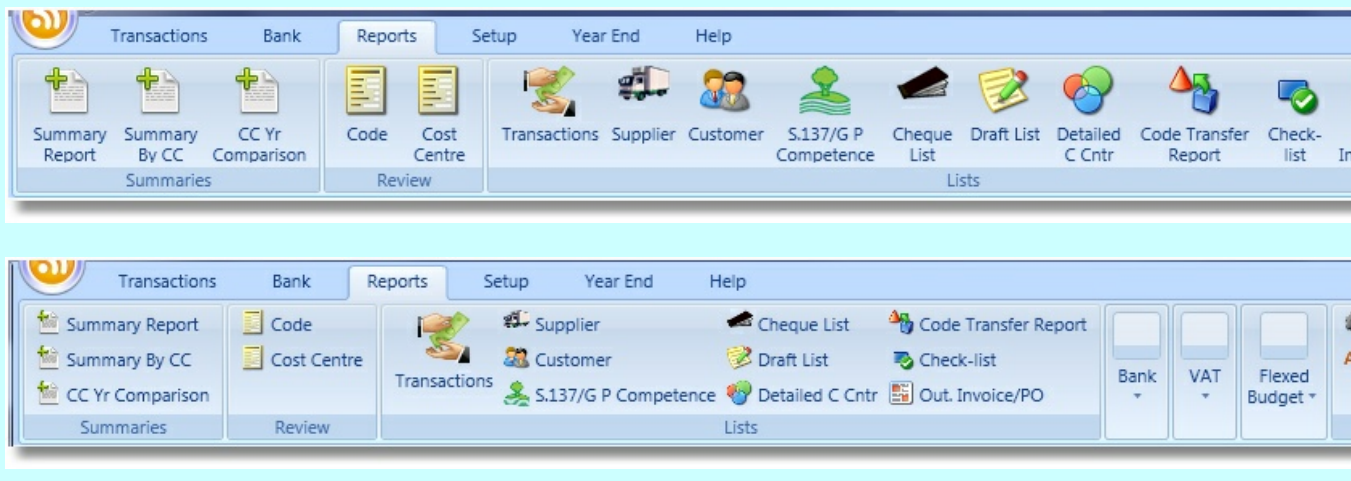


There is also a Toolbar Customisation menu. Click on this small button to access it.

## Toolbar Display

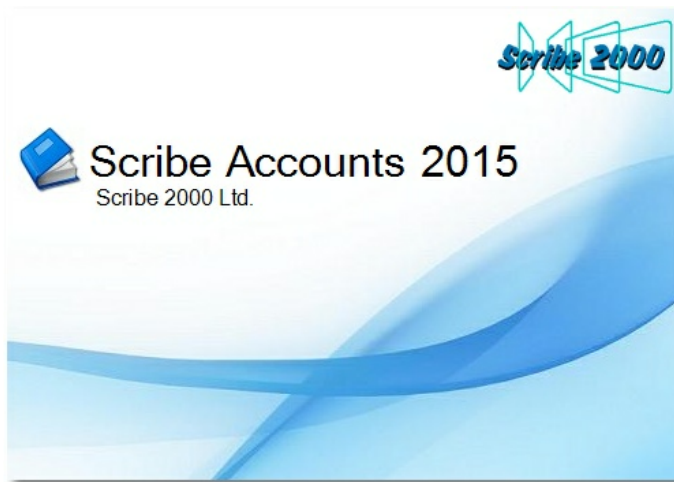
Note that the Toolbar buttons will reduce in size or be enlarged according to the size of the available window.

For example here is the Report Toolbar with the icons in full and as it will appear if you narrow the window:



## 1.3 Logging on

When you click on the SCRIBE icon on your desktop you will see this screen for a few moments.



You will then be presented with a logon dialogue.

## User Logon




The logon screen you will normally see has a User Name and Password to enter, and the Financial Year to select. (You will also see all the available Council connections and databases shown)

The first time you go in you must type a Username of **Admin** and a Password of **Admin** (both with capital A only)

This is the default user which is pre-installed, and if you are working alone you could if you wish just keep that user name. However we recommend that at some point you set up at least one other user name and password. See [Users](#) <sup>78</sup>

Note that because this is a database server solution, your access rights go with you not with the PC, so users can log on at any connected PC and use their normal Scribe security levels. Conversely different people can log on with their own usernames at the same PC, and have the access rights you have allocated to them. For more details about network use [click here](#) <sup>48</sup>



To Exit the Scribe accounts, go to  and select **Exit**

#### Unable to Logon from a Connected Network PC?

- If you see an error message about being unable to connect, the database PC or server is probably not switched on.
- If you have a database on your own PC but it is attempting to connect to another database, this will be because that is the last database you were using. Just wait, and the normal logon will appear after a few moments.
- If the original database has been removed from the server, you can create a new connection from the remote PC by accessing Create Council direct from the login dialogue.

### Database Connection

In certain circumstances you will see a Council Setup screen which will be similar to this.

This screen, which needs details of the server and database, appears whenever you are working directly with the database, including

- [Installation](#) <sup>36</sup>
- [Creating a new council database](#) <sup>75</sup>
- [Connecting to an existing council database](#) <sup>48</sup>
- [Deleting a council or database](#) <sup>76</sup>
- [Performing a Backup or Restore of the database](#) <sup>91</sup>

Enter the server and database relevant to the task you are performing. See individual details for each topic.

You will always use the Database Login and Password for these purposes.

## 1.4 Create Council - Introduction

The **Council Setup** screen appears in two situations

- When you first install the application
- If you select **Create Council** from the **Setup** menu



### Keeping Separate Sets of Accounts

Remember that if you are keeping accounts for more than one Council, or have a completely separate set of accounts for say Charities or a Sports Centre, then you should have set up a parallel installation. Use the **Create Council** function to establish a completely separate database.

You can use the same Server Name (as it will most likely be on the same PC), but choose a different Database name.

See [Setup - Create New Council](#) for further details.

## 1.5 First Time User?

Just starting with Scribe?

There is a suite of training videos on the website which you can run through at your leisure and these cover the breadth of the accounting system and best practice.

Here is a recap of some of the key points....

### Installation of the Software

Install the **SQL Server Express** first, as this is what will hold all your data, and then install the **Scribe Accounts2015** application. You will initially need to 'create a council' which is your accounts

database, and also type in the licence key given to you.

Once that is done you can start to use the software.

See [Installation](#) <sup>[36]</sup>

### Setting up Cost Centres and Codes, and entering the Budget.

You will need to be logged into the correct financial year. The system comes supplied with a default financial year which you will be obliged to use to log in when you first start. If you need to add another year you should create this next. See [Financial Year](#) <sup>[82]</sup>

You will need to create a budget structure which suits your own purposes and provides the information you need to report during the year. It will probably be helpful to have planned out the structure 'on paper' first. In future years you will normally copy from one year to the next.

At the same time, you can add a budget figure for receipts or payments against each code. You can add or amend these figures later if necessary.

Bear in mind that code ID numbers are allocated automatically by the system in the order you enter the codes, so if you wish to have a list of code numbers in a memorable sequence you should plan out the whole structure and then enter them in the same order.

See [Cost centres](#) <sup>[63]</sup> and [Codes](#) <sup>[64]</sup>

See Also [Tutorials](#) <sup>[17]</sup>

### Start of Year

Whatever time of year you start with Scribe, you will need to start the current financial year accounts with the correct year-end data as at the end of your previous year.

You should include your overall brought forward figures in the form of bank account balances. Note these are the figures from your accounts, after reconciling them with your bank statements and not necessarily what actually appears on your bank statements.

VAT is always kept separately, so do not include this in your budget. Your Council's budget and the accounted receipts and payments should always be considered as net of VAT. There will be a brought forward VAT position to include as part of the start of year balances. This just represents the position in relation to HM Revenue and Customs, ie whether they owe you or you owe them. You don't have to work out where this fits in with your bank balances.

See [Start of Year balances](#) <sup>[68]</sup>

### Entering new Data

Once you have set up the cost centres and codes you can start entering receipts and payments transactions. You do not have to wait until you can enter accurate brought forward bank balances.

Most of the 'rules' about entering data are described under [Transactions](#) <sup>[96]</sup>.

### How and When to start using Scribe



A typical new user will install Scribe, make sure the right year is available, then set up the cost centres and codes, then fill in the budget figures. At that point you will be ready for the new financial year.

Once 1 April arrives, start using the system to record new transactions. You can record supplier details and item descriptions as you go along, or you can set some up first.

Once you have done your bank reconciliation and finalised your VAT position on your old system, both as at 31 March, you can enter the start of year balances.

Once you have completed the accounts for the previous year and had them approved by the auditor, you will also know your overall general fund figures and any internal reserves. If you have been converting to Income and Expenditure you may also have entered some adjustments for the year end. All these can be entered into the Accounts 2015 system once you have them available. (See below)

### Entering last year's details when you are just starting out

There are two areas to consider:

1. Bringing the bank balances etc into the start of year. See [Start of Year balances](#) <sup>88</sup>.
2. Entering details of last year to be held ready for showing as the 'last year' columns in Annual Returns and (if you use them) the Balance Sheet. Do this as if you were restating the previous year figures. See [Restating Last Year's Accounts](#) <sup>189</sup>

### Type of Accounts - a Reminder

Scribe Accounts 2015 is a Receipts and Payments (or 'cashbook') accounting system based on actual transactions. This accounting method is appropriate for all councils (provided they have a turnover of less than the large council accounting limit)

For those councils which need to (or choose to) produce an Income and Expenditure Account and Balance Sheet, the process of producing these is included within the end-of-year procedures. This does not mean that you are using Income and Expenditure (or 'accrual') accounting for the Council, which would be based on invoiced transactions throughout the year, rather than actual transactions. You can still produce invoices when using the Receipts and Payments accounts.

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Return to [Contents](#) <sup>9</sup> Page

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## 1.6 Introductory Tutorial

If you feel a little lost when it comes to navigating around the data entry screens, here are some brief tutorials

This topic is intended to be a driving lesson, not a SatNav telling you where to go. You should use the rest of the Help system for that.

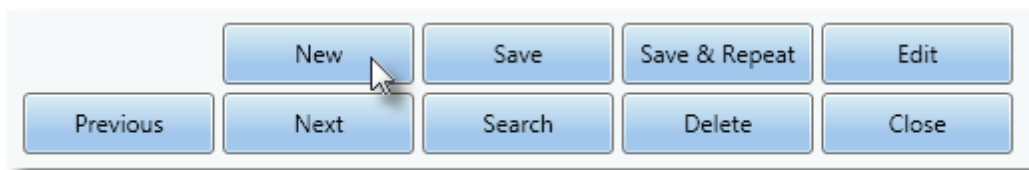
There is also a suite of training videos on the website which you can run through at your leisure and these cover the breadth of the accounting system and best practice.

## 1. How to Enter Data (on any screen)

### The Record Control Buttons

Let's look at the principles behind the various buttons at the bottom of the form.

We'll use the Payment screen as an example (although the first screen you will need to use will probably be one of the setup screens). To see this click on **Payments** on the **Transactions** menu.



To make a new entry, click on **New**.

When you have filled in all the details, you must click on **Save** to save the record. If you forget to do that, the details will be thrown away, and the next record will use the same ID again. Click **New** again to enter another record.

Remember when you have finished with all your entries, you must click **Close** to exit that screen. You will be prompted if you try to use another form without closing this one. And remember if you **Close** without clicking **Save**, the details entered will be discarded.

If you wish to amend an existing entry, you must first locate it using the **Search** function. That process is covered in detail in the [Search topic](#)<sup>[104]</sup>. You can also move one at a time between existing records using the **Previous** and **Next** buttons.

Once you have the selected record on screen, you can click on the **Edit** button. Until you click on **Edit** you will not be able to change the details, or at least will not be able to **Save** any changes. Clicking on **Edit** 'takes hold' of the record so you can amend it, and it will also enable the **Delete** button in case you wish to remove the record completely.

**Save & Repeat** is only available on the main transaction screens, and allows you to make a second entry without wiping clean the previous entry. So after saving the first one, you can for example alter just the cost code and then save again. This will create a second entry without you having to retype or reselect every field. However be careful that you remember where you are, both in your source documents and the voucher numbers being created, because as you do not need to use **New** you can easily over-type a record which you thought had saved.

### How to Enter Details

Let's look at the Payment screen again.

You can click with the mouse in each box in turn, in any order, or some people prefer to use the TAB key to move from box to box.

- Some 'radio' buttons provide alternatives, like the Cheque or Cash buttons. You have to select one or the other.
- Some of the boxes, such as the Cheque No, you can simply type in.
- Some, such as Bank, you must select from the drop down list. Simply click on the down arrow to see the list of available entries and then click on the one you want.
- Some, such as Supplier, can be either typed in or selected. If you have not created a file of Supplier names using Setup, or the Supplier is a fresh one, you can type it in here and save it onto the supplier file. You can't use that approach with anything other than Suppliers and Descriptions - the rest of the selectable details must have been set up first.
- The Date box you can select by clicking on the calendar and finding the date you need. It will be at today's date by default, so if that is the date you need you can move on without altering it. The date box will not allow you to enter a date outside the year you are logged in to.
- Square checkboxes, like the Net Banking box, are for 'yes/no' entries. You can tick a box like this to select it or leave it unticked if it does not apply.

See the topic related to each screen for further details.

Now let's look at what you have to do before you can start entering transactions.

## 2. How to Create the Structure of Cost Centres and Cost Codes

The idea here is that you have two levels of analysis - the Cost Centre which deals with main services (eg Environment) and Cost Codes which deal with the individual functions and costs (eg Grasscutting). Sometimes the Cost Centres may be set up to relate to Committees. They will depend on exactly what services your particular council provides. Cost Codes can be as detailed as you wish, and generally will be the level at which you have produced your budget of estimated spending.

Remember that any Cost Centre and any Cost Code can have both receipts and payments set against them. You do not have to have separate codes for income and for expenditure in the same function. Often they will be just on one side of the accounts eg salary, but occasionally they could have both eg

printing and copying. It is good practice to work out the structure of cost centres and codes on paper before you start, and this will normally match the way your budget was put together.

Some people, including some auditors, prefer to have an income cost centre which is separate from a number of expenditure cost centres. It is true this may be simpler to understand. However it does not then show the true cost of any service which receives income eg village halls, allotments or cemeteries. If you provide such services you will only see the net effect if you have both receipts and payments in the same cost centre. So this all depends on how you construct your budget - if you formulate the precept figure by adding up all costs and deducting all income, then separating income would not be an issue. However if you look at costs and income in each service, and add a net cost from each service to the precept calculation you would need to reflect this in the accounts.

You enter these by going to the **Setup** menu, and selecting **Cost Centre** or **Cost Code**.

When you are entering then in Setup, you will have to put the Cost Centre in before the Codes which relate to it. However you can choose whether to enter all the Cost Centres and then go back and put Codes against each; or instead create one Cost Centre, and then add its Codes, before moving on to the next Cost Centre. The results will be the same.

As each Cost Centre is saved, an ID will be allocated to it (1,2,3 etc), so if you wish those IDs to be in numerical sequence, you should create the structure in the sequence you wish to see later. Codes will also be allocated IDs in the sequence you enter them. For example if you have Cost Centre 1 with Codes 1 to 4, Cost Centre 2 will have Codes 5 to 9 if you do that one next.

In both cases (Cost Centres and Codes) all you have to enter is the descriptive name, not the ID number.

You don't have to enter the budget at the same time - you can come back to that later if you wish, after you have the full structure in place.

### 3. What are Transfers?

Some people find this hard to understand initially because some financial actions do not involve actual receipts or payments.

If you have more than one bank account you will sometimes need to transfer money from one to the other. You can record this transfer so that the balances held against each account remain correct. That is relatively straightforward.

To enter a transfer, go to the **Bank** menu and select **Bank Transfer**.

However one such account is also set up to deal with **Cash**. Sometimes you may receive small amounts of cash from sales, or spend small amounts of cash on minor items. So we maintain a cash account, just like the bank accounts, and it will cover what happens in the 'petty cash box'.

From time to time you will need to carry out a transfer relating to cash. If you have collected quite an amount you will need to bank it. Or if you have spent a lot of your petty cash you will need to top it up by drawing a cheque. Both of these are also transfers, just like a transfer from the savings account to the current account.

The council is not spending or receiving money when it moves money from the bank to the petty cash box, even though you may use a cheque to obtain it.

So when you use a cheque drawn for cash you must record this as a transfer not as a payment.

Try to think of the petty cash box just as one of the accounts in which the council keeps its funds.

#### 4. Where are the VAT Rates?

You will need to set up certain items before you can successfully enter a new receipt or payment. These include Bank names and VAT Rates, as well as Cost Centres and Codes.

VAT is particularly important because you will be using these for reports later, and in some of these the first character is important so you should enter a description with this in mind.

To simplify the process and to help make sure you have the basic rates in place, a default set of rates is included in the default financial year, which comes with the system. So if you are starting in the same year you will not need to change anything.

If you are starting with the subsequent year as your first active financial year, you should copy these existing rates into the new year.

Having created a new year and logged into it, go to **Setup** and select **Copy from Previous Year**. Then check the **VAT rates** checkbox. When you click **Copy** this will copy all the rates into the year you are now working in.

---

#### See Also

##### [First Time Scribe User?](#) <sup>15</sup>

This gives some background to starting out with the accounts. There are also some guidance notes which you can download from the website to make sure you don't miss out any steps.

In particular see the section on Entering Last Year's details. There are two things to do here concerned with your starting balances, which you can do at different times.

##### [Advanced FAQ](#) <sup>21</sup>

This section looks at some common areas where users may be unsure how to use the accounts system in practice.

---

## 1.7 FAQ Tutorials

Here are some Tutorials to help answer frequently asked questions about using the Accounts in practice.

Some of these topics are also covered elsewhere in the Help and also on downloadable guides, but the following adds extra background.

- [Backups and Moving Data](#) <sup>22</sup>
- [Moving Money between Codes](#) <sup>23</sup>

- [Setting up the Cost Centres and Budget \(or Making Changes\)](#) <sup>[25]</sup>
- [Earmarked Reserves](#) <sup>[27]</sup>
- [Bank Reconciliation \(Year End\)](#) <sup>[28]</sup>
- [VAT Errors \(Year End\)](#) <sup>[31]</sup>

## Backups and Moving Data between PCs

Although the Backup process should be used primarily to safeguard your data by taking a copy of the database to store elsewhere, the same process is often used by people who wish to transfer data between two independent machines. This doesn't apply of course when you have two machines (or more) on a network as you can then both access the database directly.

This manual data transfer is needed generally in two possible situations:

### 1. When you buy a new PC and need to move the data from the old one onto the new one.

In this case all you have to do is install all the programs onto the new PC, as if you were a brand new user. This means installing the SQL Server and the Scribe application, and then creating a new 'Council' ie a brand new database. This will be empty initially and will have the single default financial year which comes with the package.

Take a backup on the old computer and place this backup file (something.BAK) onto a USB memory stick, either directly when carrying out the backup or alternatively copy the file onto the stick after taking a backup into an existing folder on the computer.

On the new computer log in to that new council and the one available year, and then Restore the data from the backup file you took on the old machine, again either directly by selecting the USB stick for the restore, or by copying the file into a different location on the new PC and restoring from that.

Remember that when taking the backup, the details will be filled in automatically, apart from the filename. At the Restore stage, you will need to select the source file and also say where you wish the data to go, ie the database name. This will be the same database name which you used when creating the Council after installation. The restore will place the data into the previously empty database, and then when you log into it next time you will see exactly the same data as you had on the old computer.

### 2. When you wish to take a copy home or use on a laptop which is not connected to the main PC via a network.

A second PC can of course be connected directly to the main database when it is in the office so that both are using the same data. However to remove data to a remote location needs a copy of the database physically stored on the remote machine. This may be for use at a meeting, or to work at home, or to give to an auditor etc etc. In these cases the remote computer must have a full installation of the Scribe Accounts (including the SQL Server), and then you can transfer a copy of the data in exactly the same way as described above - take a backup copy and restore it onto the second machine.

Remember that if you amend the data in any way on the second computer, and wish to take this back to the office, the reverse process will be needed. Take a backup on the laptop of the updated data, for example, and then restore it into the office PC. If using this process it is essential that you remember

exactly what you are doing and where, and only work on one computer at once. Whenever you restore you overwrite whatever data is on there, so avoid any situation where someone is changing data on the office machine and someone else is changing data on the remote machine. Viewing both is fine but adding or editing must be managed.

If a separate dedicated server is used to hold the office copy of the database, the same rules apply but you will be comparing the remote computer with the data held on the server rather than on an individual PC.

See Also: [Backup and Restore](#) 

## Moving Money between Codes

This means different things to different people. Here are some of the possibilities:

### 1. I want to share out the precept income or staff costs to a range of cost centres

There are three ways of dealing with precept and other 'central' receipts or payments.

- One way is to share out the transactions (and before that the estimates) so that for example 5 cost centres each get a share (let's say an equal 20%, £10000 each from a total £50,000) of the precept. You may then have 5 receipts, each for part of the precept, and each of those transactions then goes directly to the right code. To do this you would either enter new transaction records for each known share (£10,000 each) or you would enter one transaction (£50,000) and split it into 5 later later. Bear in mind that for staff costs, which may involve several people, several codes, and several occasions, this would be a much larger task than for the precept.
- The second way is to have a single cost centre such as 'Administration', which you use to record the receipt of the entire precept, and use to record all staff payments. At some point, perhaps at the end of the year or perhaps twice yearly (monthly is not recommended) you then reallocate those amounts out to the various cost centres. The benefit of this approach is that after you have reallocated the precept and central costs, the result is the ability to report on the true cost of each service, eg community centre, cemetery etc, in the light of all the costs and all the income. This is the best approach if you wish to arrive at a known charge on the precept for each individual service when drawing up the budget.
- The third way is to still use that central cost centre and codes, but leave the central items there. The result will be a total income and expenditure showing against that Admin cost centre, which will be fine if you have prepared your budget that way and can compare actuals with estimates for Admin in the same way as any other cost centre. Looking at the income side, you would list all your costs and all your income for the whole year, obtain totals for each, and thereby arrive at an overall precept requirement for the difference.

The need to share or reallocate either receipts or payments relates to the second situation above.

Whenever you need to reallocate, say 6 months through the year, you would use the Code One to Many function. This does not create journal records as these move actual transactions, and there are no new transactions created by the process. Instead, the original transactions stay where they are and code transfers are created which adjust the receipts and payments totals of the affected cost centres.

Let's say you have a Staffing code in an Admin cost centre, with many monthly transactions involved,

and you wish to allocate the total salary cost out to 3 other cost centres. Let's say those 3 cost centres have a code for Staff, but currently the spending on them is zero. In the Code One to Many process, you would select the three relevant cost centres (and codes) and the proportion for each, let's say equal thirds. The result is that those 3 staff codes, and therefore the cost centres representing those 3 services, will now have code transfers existing as payment items, and the original Admin staff code will have a negative code transfer entry which reduces its spending to zero. So even though the detailed payment transactions stay where they are, when comparing with budget you will be seeing spending totals for staff in the actual services, not in the Admin cost centre.

## **2. We have overspent in one cost centre and want to move spare money from another cost centre**

Q. 'Do I really want to move money or do I actually mean I want to adjust the budget?'

Normally for any overspend/underspend, whether because of a windfall on the income side or because of unexpected costs being incurred, the solution would be a virement to adjust the budget. You are simply reacting to circumstances and amending your financial expectations accordingly by changing the target rather than the actual. To adjust the budget on any code, simply go to Setup and Cost Code and edit either the estimated receipts or payments, or both. This would be normal practice mid-way through the year, so that you get a clearer perspective on the situation ready for setting the following year's budget.

If it's real money you wish to move, see the next section.

## **3. I want to transfer some money from one code to another**

Q. 'Do I mean a transfer because some transactions were put in the wrong place in the accounts, or a transfer because the we just want to show some overall spending being reallocated'

If you need to correct a coding error, or you have had second thoughts about where a group of payments should be shown in the accounts, see next section.

However you may wish to realign some actual expenditure with different codes, perhaps new codes you have added, and wish to do this as a lump sum instead of changing many individual transaction records. To do this you can make a Code Transfer. This is similar to the Code One to Many transfer mentioned above, but in this case is simply an amount being moved from one single selected code to another single selected code. All you have to do is select the code you are taking money from and the code you are sending money to.

It is important to understand that this is moving actual expenditure which has already occurred. What you are doing is reducing the total payments on the first code and increasing total payments on the second code. This will then be reflected in the Summary reports when it comes to showing cost centre totals. The result will be a negative payment entry in the first code and a positive payment in the second. You must appreciate that you can't move money if you haven't spent it (you are not moving budget here) and you can only move up to the limit of what you have already spent. Similarly if you are transferring some payment value, you are not creating anything on the receipts side of the accounts - it is not a payment from one code and a receipt in the other, rather it is a reduction of payment on one code and an increase in payment on the other. As a concept it is similar to a journal but unrelated to specific transactions - a 'lump sum journal' you may say.

Note this approach may be particularly relevant if you are allocating balances to individual codes, perhaps as part of earmarked reserves on long term projects which run over more than one financial year - see section on Earmarked Reserves below.



#### **4. We want to change the code or cost centre in relation to some payment entries (or income) we have already recorded.**

For whatever reason you need to recode an existing transaction or transactions. There are no bulk transfer functions, so you have to identify each transaction in turn, and use the Journal transfer function by selecting Code/VAT Corrections from the toolbar.

The journal process works by first selecting the original record which you wish to change, secondly creating a new transaction which negates the first in every way, and then a new third transaction to replace it. The new transaction can be edited in any way you wish, so it can be a new code, or a different VAT rate or anything else. All 3 are automatically cross referenced to provide an audit trail. The benefit of this approach is that, because the second transaction cancels the original, it automatically corrects the VAT account and the bank position without you having to think about it. This is critical if you are making the change after the VAT claim for the original transaction has been submitted - the two new entries will sort this out for you.

(Note that if this situation should cross over a financial year end because you discover the error too late, which would not be the case for a coding change but might be for VAT for example, you may have to follow a similar approach manually by entering the 2 new records in the new year yourself, but the accounting process normally performed by the journal is still the correct one)

##### **See Also:**

[Transfers \(Intro\)](#) <sup>[117]</sup>

[Journals](#) <sup>[119]</sup>

[Code Transfers](#) <sup>[122]</sup>

[Transfers One to many](#) <sup>[124]</sup>

#### **Setting up the Cost Centres and Budget (or Making Changes)**

Usually you will create a set of cost centres which reflect the services provided by the Council. These are generally at a fairly high level, for instance 'Environment, Cemetery, Community Centre etc. Sometimes this series of cost centres can reflect a Committee structure. Others prefer to have a larger number of Cost Centres which will therefore be less all-embracing, so instead of Environment, you may have Parks, Playing Fields, Best Kept Village, Grants etc.

In each Cost Centre you will have a list of cost codes eg salaries, insurance, electricity etc, and it is at this code level where you would put an estimate of what the following year's expenditure is going to be.

You can have both receipts and payments on any one code, so you can have estimates for both receipts and payments on any code too. Some people prefer to have all income processed into a single cost centre, so you typically would have several cost centres for payments, and one for income. A middle way would be to have one code for income, and several for payments, in each cost centre. There are no right and wrong ways of doing this - it is a matter of preference, taking into account any advice from your auditors.

Once you have the structure confirmed, you can choose from two approaches to reviewing your annual business and arriving at a precept figure.

The first is to have estimated receipts and payments totalled in each cost centre, which will result in a net expenditure planned for the cost centre. This is likely to be the case if you have a committee in charge of a service. With all the cost centres reviewed, the total of these net cost centre requirements will add up to the council's precept requirement.

The second is to simply list all the estimated receipts for all the codes to arrive at a total income estimate, and to add all the estimated payments for all the codes to arrive at a total expenditure estimate. The difference will be met by the precept.

Both the above assume that you wish to balance income (including precept) and expenditure, within the financial year, and are not proposing to use any money from balances, or add to balances. See the next section for an introduction to using Reserves and having balances on the cost centres.

When starting out with Scribe Accounts, create cost centres using the Setup menu, then add cost codes into each cost centre. The estimated receipts and payments can be entered against each code, either as you create them or you can go back and do this later on. After the first year you will be able to copy these from one year to the next, again using the Setup menu, and you can copy the structure with or without the previous year estimate figures.

The budget process will normally be well ahead of 1 April, and you can use the Scribe system to draft out the estimates if you wish. Simply create the financial year, make sure your structure of cost centres and codes is in place, and enter the draft estimate for each code. You can then print a Summary report, with no transactions recorded yet of course, so you will see all the estimated figures. If you have been using the system you will be able to report the actual position, as at the point of the year when the estimates are produced, and for the previous full year if available. This can be done at any time, and you can create the new financial year in the accounts whenever you wish, and copy the current year structure of cost centres and codes across to it.

### **Changing the Structure of Cost Centres**

From time to time you may review the structure and find you need new codes or new cost centres, or that some existing ones are no longer required.

The best time to do this is ready for the start of the new financial year.

There are two reasons for this - one is that you can't amend anything which has records lodged against it, and you know at 1 April all the codes will be 'empty'. The second reason is that several of the reports at the year end show information about more than one financial year, so it makes sense to see one cost centre move out of use across 2 or 3 years, as a new one comes into play. A cost centre which stops being used will still feature in the accounts for a while because any year end adjustments will be incorporated in the accounts the following year, so there is no quick cut-off when you stop using something.

This is not to say that you can't edit a code or a cost centre by changing its name to a more relevant description, while leaving it in play within the accounts. That can be an easier way of making your list of codes better reflect your current activity, but remember that any change will be reflected on previous use of the code as well as future use.

If you wish to make structural changes during the year, for example by creating a new cost centre and a new set of codes within it, and you wish to transfer some existing activity across to the new area, there are two ways of doing this. Once you have added the new codes, you can use the Journal Transfer to recode any existing transactions. This will create a detailed audit trail but is perhaps the method to use if you only have a small number of records to move. If you have a large number, you could leave the transactions where they are in the original code, but enter a Code Transfer to move the total cost from the old code to the new one. This means that when reporting at the code level or the cost centre level, the spending will show up in the new area, but the original transactions will still be in place. At the same time you would need to amend the estimates for the old and new codes, so that the target for spending

was now sitting in the new codes

### Profiling the Budget

If you wish to have a more sophisticated analysis you can add a profile to the estimates on each code by using the Flexed Budget function. To set the profile edit the cost code in the Setup menu, and select the profile you want for the individual code. This attaches an expectation to the estimate as to when during the year it is likely to be paid, for example monthly, quarterly or annually, and which month etc.

There are some specific flexed budget reports which would then allow you to compare actual expenditure at the given point in the year (calendar month or quarterly) with what you might expect to have paid by that time. The 'ordinary' Summary reports will not be changed and these will still provide results on the totals for the year to date.

### Revising the Budget

Routinely you will review progress against budget and sometimes, perhaps at 6 months into the year or when preparing the following year's budget, you may wish to amend the current year's estimates to reflect how things have turned out or policy decisions which have been made.

To change estimates, all you have to do is edit the Cost Code from the Setup menu. If you amend the overall estimates you may also need to review the flexed budget if you are using that function. To move budget from one code to another, simply reduce one code's estimated payments to the same extent that you increase the estimate on another code.

#### See Also:

[Cost Centre](#) <sup>63</sup>

[Cost Code](#) <sup>64</sup>

[Flexed Budget](#) <sup>66</sup>

[Journals](#) <sup>119</sup>

[Code Transfers](#) <sup>122</sup>

### Earmarked Reserves

Often a Council has an ongoing project and may be setting aside some of its precept money each year until it has saved up. If properly explained this will probably be acceptable to the auditor who will no doubt normally prefer precept only to be raised for what is required each year so that you don't accrue excessive balances. The Council's overall balance at the year end would therefore be increasing each year, and it is appropriate to define some of this as being an earmarked reserve.

If converting to income and expenditure accounts and producing a balance sheet, you can define movement of money between the general fund and the earmarked reserve, and this will be shown separately in the balance sheet. There is also a Capital Reserve shown on the balance sheet - this is exactly the same. If you have multiple reserves you will need to aggregate these for the year end balance sheet.

#### How do I use cost centres with balances?

You may also wish to add to or spend from that earmarked reserve during the year - it is not always the case that the reserve sits there untouched. You will therefore probably have a cost centre and codes which relate to the project. In order to capture a value for the reserve balance you can edit the cost code and record a starting balance (using Setup and Cost Codes). The combination of balance brought

forward and the budget for the current year can then be judged in relation to receipts and payments for the current year, and the resultant end of year balance on the code. You can see the effects of this on the Code Review screen, and also when using the Nett Codes options in the Summary Report.

The value to put into the starting balance should just be the amount which relates to the reserve. You don't have to allocate all your total balance to different codes, and the starting balance is only there for the purpose of budget control and reporting - it does not actually impact on the accounts. It just gives you a better picture of progress on the project. The only item which affects the accounts is what you specifically enter when completing the Reserves section in the Year End process, and if you are only producing Receipts and Payments Accounts you won't even have to do that.

#### **How do I operate the estimates?**

If you are working in this way, you can choose what you feel is the best approach when it comes to setting the annual budget. A normal payments estimate would be relate this to the projected annual spend, and if it was a year when you were spending from the balance this might appear to be an overspend compared with receipts, but this could be explained by using the combined reports.

Alternatively you could create an estimate for payments to match the total of balance brought forward and current year receipts (eg allocation from precept), and if it was the year when you were completing the project, you would have actual payments which matched that total. In any other year it would appear to be an underspend until explained in the combined reports, where a continuing balance would be shown.

#### **How do I keep bank funding separate?**

In addition you may have a separate account at the bank for the project, where income such as grants would be paid in. You would have a corresponding bank account in Scribe which would operate in the normal way and transactions would be coded to that bank account.

If you don't have an actual account at the bank, but would like to see funds transferred to the project, you can set up another bank account in Scribe, even if you don't have one at the bank. You can then transfer funds to and from that account, and so keep the funding stream distinct. The actual money would be in one of your actual bank accounts, so when it came to carrying out a bank reconciliation you would have to combine the two bank accounts in Scribe when comparing with the one statement from the bank.

#### **What happens at the end of the year?**

You must expressly enter the earmarked reserve total, or a movement to/from the general fund, using the Reserves section of the Year End functions. This will then state the reserves on the balance sheet. If you are only using R&P Accounts, you do not need to do this, but will need to explain to the auditor why the overall balance is what it is.

When you start the new year, there is no carry forward of balances, so you should run a Nett Codes Summary report at the year end to list your code balances, and then input appropriate figures in the new year, against each relevant cost code. There can be no automatic carry forward because some of the year end balances may be negative. The start of year values can only be allocations of the actual overall brought forward balance, so must always be a positive figure. If you have several reserves and one of these has gone negative, you will have to deal with this by amending the budget expectations and start with a zero balance.

Whenever transferring an amount from the general fund to an earmarked reserve, or vice versa if you wish

to deal with a negative balance, you can enter the transfers at any time. You do not have to wait until the year end to do this, and it may help you to keep track of exactly where you are.

**See Also:**

[Internal Reserves](#) <sup>181</sup>

[Managing Reserves](#) <sup>183</sup>

## Year End Bank Reconciliation

Before you start on preparing the accounts, including the Annual Return, at the end of the financial year, it is best practice to go through a bank reconciliation for 31 March.

Once you have a correct reconciliation you can be confident that -

- all transactions for the year have been recorded correctly in the accounts
- the position in respect of the money at the bank is also accurate

Once you have that stage completed, the production of the Annual Return and any other reports should proceed quite smoothly.

However it is the bank reconciliation which causes most difficulties for users.

Best practice would already have seen that -

- You are up to date with your transaction entries
- You have been performing routine bank reconciliation from monthly bank statements and are up to date with those

The first thing to do is a normal bank reconciliation for every bank account you have, based on the entries on the statement up to and including a line drawn on the statement at 31 March.

If there are any discrepancies, sort these out before doing anything else. All the usual possibilities can occur at 31 March just as at any other reconciliation - missing bank charges or direct debits included on the statement but not yet in the accounts; incorrect VAT amount; receipt entered as a payment; etc etc.

You should end up with a report where the 'Bank Statement should say...' value is correct, and you know exactly which transactions have not yet been presented. They will still be showing on the Reconcile checklist and will be reported on the List of Unpresented Cheques etc.

### Why am I seeing New Year records on the checklist?

The reconciliation sees the year end transparently, so that you can create a new year and be working on it with say April transactions, prior to doing your year end accounts. When in the new year and reconciling a bank statement at the end of April, you will need to see any transactions which went through the bank, regardless of which year they came from. However, conversely, if you are working on the old year records and don't wish to view any new year records, you can hide them by ticking the checkbox. The checklist and the reports about unpresented items, will then only relate to transactions in the old year.

Even so, you may find it easier to complete your basic current account reconciliation and print off all the reports, before you start entering transactions in the new year.

Reconcile is a live function so you can't retrospectively go back to these reports once the data has changed, so it is always recommended that you print off the current account reconciliation report as soon as possible after 31 March. However the All Banks Reconciliation does allow you to work retrospectively, and you can go back to the 31 March position at any time.

### Using the All Banks Reconciliation Report

Once you have all the individual bank accounts reconciled correctly you can go on to look at the All Banks Reconciliation report. Note there is no point attempting that one until you are sure each individual account is correct.

If each individual bank account reconciliation is correct, then the All Banks report will provide a complete reconciliation for all the Council's bank accounts, including cash, for 31 March.

Make sure you select 31 March as the audit date at the top of the form

Make sure you correctly enter every bank statement balance as at 31 March.

This report looks at the accounts at the top of the report (Part A) and looks at what remains unpresented at the banks at the given date (in Part B), and compares the results with the Bank Statement values you have entered. If it displays an A=B message you will know that all your accounts information is fully reconciled with the bank statements, and this report can be presented as part of the Accounts.

However sometimes this is not the case and you will see that A does not equal B.

### Why do I get an error on my All Banks Report when I have successfully reconciled all the individual bank accounts?

Firstly double check the obvious:

Did you ask for the report to be as at 31 March?

Did you type in all the bank statement values correctly?

If this is the first time you have used the report during the year, do starting balances exist at the top of Part A and are they the correct values? If not they need to be entered or (re)copied from the previous year.

If all this is correct, the error will stem from dates.

When you use the Reconcile process on say the current account and tick off the items which appear on the bank statement, you will select a 'cashed date' at the top of the form. This date is attached to all the selected records. A common error, particularly at the year end, is to forget to do this. The record will then take 'today' as the cashed date by default, and if you have been reconciling a March statement at some time in April, an April date will have been attached to those transactions as the cashed date. When the All Banks report checks, it will report what it sees that as at 31 March those items remained uncashed.

To check whether you have done that, use the Report called Accounts/Any Bank, which shows the cashed dates recorded. You can also use this to find uncashed transactions or ones cashed in a particular period. If you can identify a cashed date error, edit the transaction and remove the cashed flag by unticking it and saving the record. That transaction will then reappear as an uncashed item and you can go back to the Reconcile list and tick it off using the correct date at the top of the screen.

You may need to take a particular look at bank transfers. When you move money from one bank account to another, the transfer amount behaves like a payment from one and a receipt in the other. You will cash these two entries when performing the Reconcile in each of the two bank accounts, and you can view the cashed dates displayed if you go to view the transfer record as well as in the reports. If you are moving from a deposit account to a current account, the frequency of statements may mean that you see the arrival of the money on a current account statement before you see a deposit account statement where it departed from. This does not matter. Always reconcile according to what you see on the latest bank statement and do not try to get ahead of the situation.

You may need to double check the dates of the transactions themselves. If you have an error on the All Banks report it is possible that the transaction date has been entered for a date in the future, although this is not likely at the end of year as limits are placed on the dates you can use.

Tip: In all cases of 'detective work' for bank reconciliation, you may find that using the Search grid is helpful, as you can sort any column into order eg date order, or by value, and sometimes this will help draw attention to obvious errors.

Tip: To confirm that the error is because of recorded dates, run the All banks Report to a future date eg 31 December, by which time all dates entered should have been covered. If the report balances you will know for sure it is incorrect cashed dates which are the problem.

### Historic Unpresented Items

Sometimes you will have old cheques which were issued perhaps many months or even years ago and you know these are not likely to be presented. To cancel them so they stop appearing on the reconcile list you can do the following:

If the unwanted entry is in the same year, you can edit it, and zero the amount. This means the transaction record is still there for audit purposes, and you can add a note of explanation. You can then also cash it in Reconcile to remove it from the list.

If the unwanted entry is from a previous financial year, this means that in reality the payment in that old year did not materialise and the balance at that year end was too low. You can't go back to that year, so what you should do is to enter a compensating entry in the current working year. Repeat the offending transaction exactly as it was, but for the values enter these as negative figure, ie use the same values for Net, VAT and Total, but have a minus sign in front of them all. This will simultaneously correct the payments records, the bank records, the VAT account and the council balances. You will then see both the original entry and the new cancellation entry on the current account reconcile list, and you can tick them both off as cashed.

#### See Also:

[Year End process](#) <sup>171</sup>  
[Bank Reconciliation](#) <sup>135</sup>  
[Reconcile](#) <sup>138</sup>  
[Reconcile All Banks](#) <sup>142</sup>

### Year End VAT Account Errors

If your VAT account is correct and up to date, the end of year will present no difficulties. If you run the VAT Summary report, you will see the final balance on the VAT account, and that same figure will appear as the VAT recoverable figure on your balance sheet and also be the amount, typically, of the first claim immediately after 1 April. You can print out the normal list or schedule which would support the next claim, to see whether the content of the list, which will add up to the total VAT balance, appears to be correct.

If that figure appears to be incorrect, there are some basic things you can check:

#### Was the start of year balance correct?

This is shown as the top line of the VAT Summary report, the balance in the Setup | Bank Balances | VAT, and the amount shown as VAT recoverable on last year's balance sheet. These should all be the

same. If not you may need to copy the last year's balance across using Setup and Bring Forward Bank/VAT balances. That amount should also be the amount of your first claim made in the year you are just finishing, assuming you made the claim at the very beginning of the year.

#### **Have the VAT Refunds been processed correctly?**

Check using Reports | Transactions | Receipts and looking for a VAT type of R: Refund. Typically you will see four entries for four quarterly claims. The first will be the one from the previous year end, and then three for the current year. (The fourth quarter in the current year will be the year end balance pending the next claim). Each transactions must be Type R, and must show zero in Net column and VAT equal to Total.

If there are any other entries in the list where you have records using a type R, they are probably incorrect. If you have used Type R in order to achieve a 100% VAT amount, perhaps because you have an invoice for a VAT-only item, it is recommended that you use a different type such as S and then amend the values instead, because otherwise the use of type R will affect some of the VAT calculations.

Conversely, you may have recorded a refund as 100% VAT, but not used Type R. This will also affect the calculations. You can also check the situation by looking at both receipts and payments for Supplier/Customer of HMRC to see if any transactions have been completed incorrectly.

If you have added extra VAT types, or replaced the default ones provided with your own, the calculations may not 'see' all the necessary items. By all means add extra ones, but it is best to leave the ones provided as they are.

#### **Are all the VAT Amounts correct?**

You may need to double check some of the supplier invoices. Sometimes supplies are priced with a VAT component, and the total invoice then has a VAT proportion which is not exactly the same as if you apply Standard rate to the net total. You may have entered the net value and applied 20% as Standard rate, but the resulting total is not the same as the invoice amount and the payment issued. Always make the transaction match the invoice.

None of the above are end of year issues as such. If you maintain an accurate check and use the VAT reports whenever you do a VAT return there should not be any issues at the end of the year.

Note that VAT will be taken into account in the Annual Return in different ways depending on whether you are producing accounts in a Receipts and Payments form or an Income and Expenditure form.

#### **See Also:**

[VAT Reports](#)   
[VAT Refund](#) 

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## **1.8 Version Features**

As new releases of the program have been issued, some new features have been added.

The full lists can be downloaded from the User Info website, including a detailed description of the most recent builds, but here are some of the key additions where behaviour has changed.

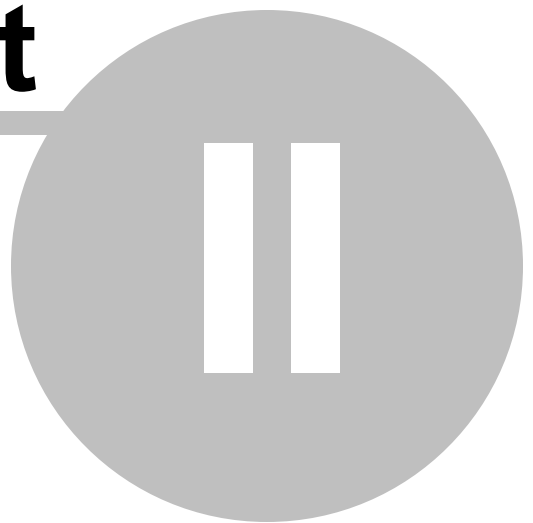


V1.0.1.0	Original release
V1.0.2.0	Backup database details of current login included by default
	Update Script function added to amend database when new release requires changes
V1.0.3.1	Voucher number shown on screen prior to save so you can record it onto other documents
	Option now available to enter either total amount first or net amount first on a new transaction, with VAT calculated either way
V1.0.4.0	Option to amend default printer settings and margins for reports, enabling use of pre-printed stationery
	Orders and invoices enhanced to allow greater flexibility on lists and descriptions of items
	Additional navigation options (eg skip backwards) and default bank, VAT type and last entry displays
	Amendments to reports with new default date parameters
	New Internet Banking report
	Reconciliation amended to allow backdating of All Banks audit process, based on a reconciliation ('cashed by') date recorded for batch of presented items
V1.0.5.0	Orders/Invoices numbering sequences amended to enable unique IDs
	Annual Report amended to ensure adjustments reversed out in subsequent year
	New VAT 126 Form added to give schedule for sending to HMRC for refunds where non-VAT-registered
V1.0.6.0	Adjusts bank reconciliation to allow entry of specified date as the 'cashed on or before' date for the batch, in order to give complete user control over dates recorded and enable All Banks report to be done retrospectively to those dates.
V1.0.7.0	Unused Orders/Invoices persisted over year end to enable new transactions to be created from them in the subsequent year, allowing for purchase orders to be issued in advance of 1 April. Order/invoice screen shows year of origin. Printed invoice shows original order/invoice date.
	New report option on Detailed Cost Centre report to include code transfers so as to correspond to Summary report
	New dual-year Summary report to help with budget preparation
	Enhancements to functions related to cashed transactions to be more intuitive, including display of cashed dates on Transactions Search grid and Bank Transfer screen, and prevention of immediately flagging new entries as cashed.
	Extra controls on dates to prevent anomalies at year end (eg preventing journal date after 31 March) or actions out of sequence (eg a cashed date prior to voucher date)
	New report on outstanding orders/invoices (ie those not yet converted to transactions) including single customer/supplier selection to provide equivalent of statement
	Annual Report amended to allow for selected codes being used for both receipts and payments, so true net values appear in Annual Statement
	Improvements of calculations for all year-end reports to incorporate code transfers eg

	costs reallocated to services
	Extra option on detailed reports (transactions lists and reconciliation lists) for printing in date order or voucher order
V1.0.7.1	No change to functions, but compatibility with SQL Server Express 2012, supplied for Windows 8 installations
V1.0.8.0	Additional navigation functions including browsing through search filter results
	Batch edit facility based on search filter eg to retrospectively add minute numbers or correct a batch of entries with wrong detail
	Extra report options relating to minimum values and supplier lists,
V1.0.8.1	Extra report options relating to order in numeric or alphabetical cost centre or code sequences
V1.0.8.2	Cheque grouping option on bank reconciliation, and revised summary report variances
V1.0.8.3	Process to cover users who did not update an earlier version when expected
V1.0.9.0	Extra reporting of cashed dates in Accounts Any Bank report
	Prevention of duplication in Copying from year to year
	Option to hide next year items when reconciling bank account at year end, and refined default cashed date around year end
	Invoices and Orders can include Council name and address as text header
V2.0.1.0	Large format printing for visually impaired (portrait summary reports printed in large fonts in landscape) - configured in Print Settings
	Second language alternative report headers - text added by users to suit local language preferences - configured in Print Settings
	Asset register introduced as a simple table, with total being passed to Annual Return
	Email options to enable Purchase orders and Sales invoices to be converted to PDF and sent to supplier email addresses
V2.0.1.1	Minor fixes

# Part

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## 2 Installation

There are three stages in the installation and setup process.

Please follow the installation sequence as shown in the online Help or in the documents accompanying the CD

1. [Installing the SQL Server database system](#) <sup>36</sup>
2. [Creating a Scribe database on SQL Server and connecting to it](#) <sup>43</sup>
3. [Logging on](#) <sup>12</sup>

If you have any problems, please check the [Troubleshooting](#) <sup>54</sup> page before contacting us.

### 2.1 Installing SQL Server

The Scribe installation CD comes with **Microsoft SQL Server Express 2012** which Scribe Accounts uses to store all the data.

The Express Edition is a free Microsoft database which can be used on a standalone PC or across a network. SQL Express is downloadable from Microsoft, but we have included it on the CD so you have everything you need in one place.

**For full details please refer to the Installation Guide supplied as printed, included on the CD , and available as a download.** The topic below is only a summary.

For larger councils, the Express edition will work perfectly well with multiple PCs accessing a single database source.

If you already have SQL Server or SQL Express on your PC or network for some existing purpose, you can connect the Scribe application to that instead. You will probably need some local IT advice on utilising an existing instance of SQL Server as Scribe 2000 cannot provide guidance other than what is stated here. The edition must be **2012** or **2008**, not earlier versions such as 2005.

If you have SQL Express 2005 installed (other than the compact edition which is on most PCs), you must uninstall it using Control Panel Add/Remove Programs, before attempting to install the 2008 or 2012 version.

If you already have SQL Server 2008 or 2012 installed and available to use, you can now go straight to [Installation of Scribe Accounts 2015](#) <sup>43</sup>.

#### Before you Start

If you want to double check your PC is up to date with the prerequisite components, [click here](#) <sup>38</sup>.

## SQL Express Installation

As with most software installation it is advisable to close all other programs and reboot the PC before you start.

To install SQL Express, load the CD and using 'My Computer' or equivalent, browse to the CD and to the **SQL Express 2012** folder.

- For 32 bit Windows, you will need to run the file **SetupSQL\_x86.bat**.
- For 64 bit Windows, you will need to run the file **SetupSQL\_x64.bat**.

If in doubt, you can check which your operating system is by looking at Computer Properties.

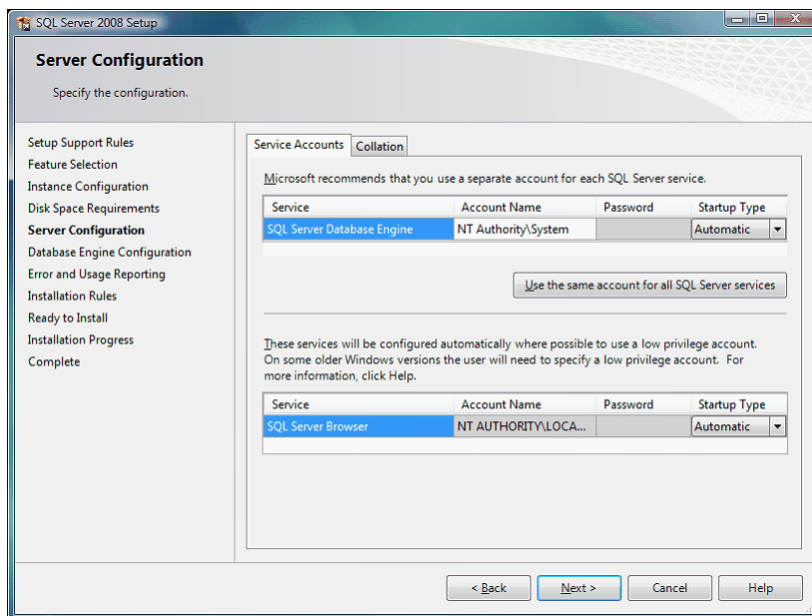
Double click the setup bat file to run it.

You will need Windows Administrator privileges to install software. You can check your Windows status by looking at Control Panel and selecting User Accounts. If you have any difficulties with the installation you may find it helpful to right click on the setup file and select **Run as Administrator**.

All the parameters you need for the Scribe installation will already be included, so just accept the default settings throughout the installation.

Click '**Next**' or '**Install**' on each screen as it runs through the installation.

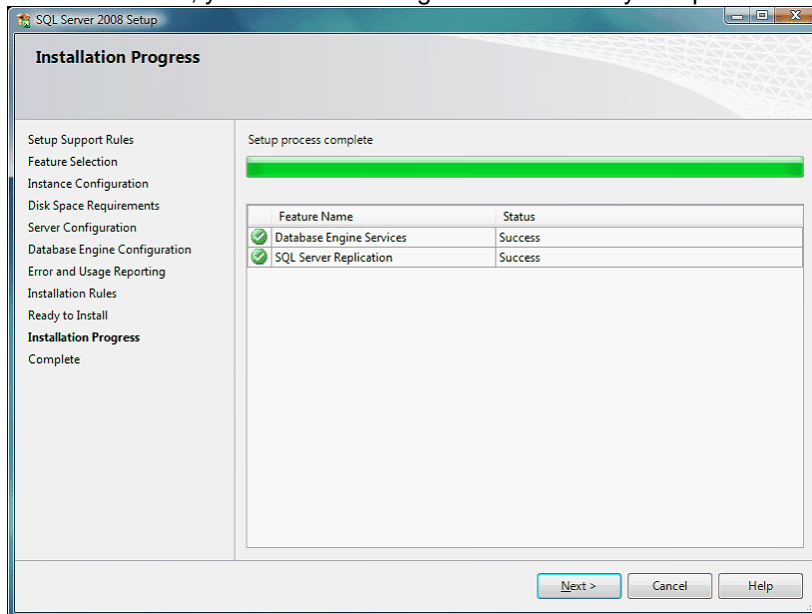
As this is a powerful database program, the installation will take about 15 - 20 minutes, and runs through a succession of stages, as shown on the list in the left hand pane of the screen.



Microsoft will perform some tests along the way. If any of these fail, this will be reported (and shown in red) and you will have to remedy whatever is required on your PC. This might be to do with Windows firewall or similar settings. Unless they relate to the [prerequisites](#), we will not be able to help you with these messages as they will relate to how your own PC is configured.

If you see just a warning (coloured amber) you will still be able to proceed.

After installation, you will see some green 'successfully complete' messages.



You can now move on to [installation of the Scribe Accounts 2015 application](#) <sup>43</sup>.

This is much simpler and will take less time.

## 2.1.1 SQL Server Prerequisites

There are more details in the Installation Guide supplied as printed, on the CD, and available for download. The following is only a summary.

### Know your system

Firstly, make sure you know what your computer has been named in Windows, and exactly what Windows operating system the PC is using.

We are no longer supporting Windows Xp for new installations.

Windows 7, Windows 8 and Windows 10 need one Microsoft item installing or enabling before you start as this is not contained in the standard Windows configuration.

You need to know:

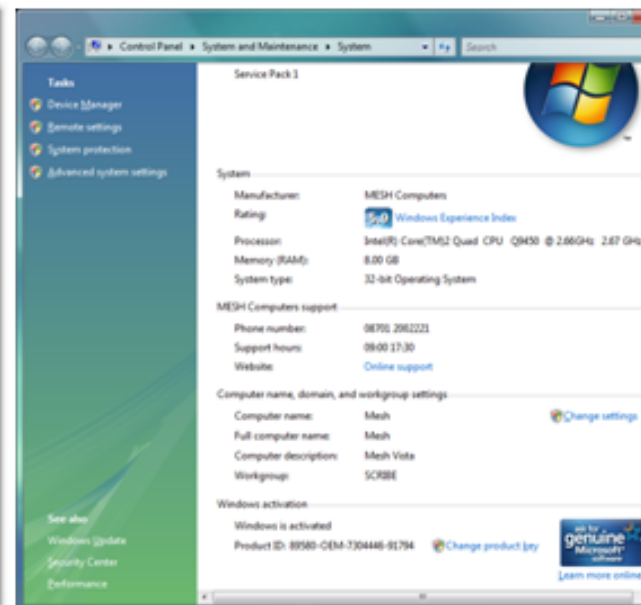
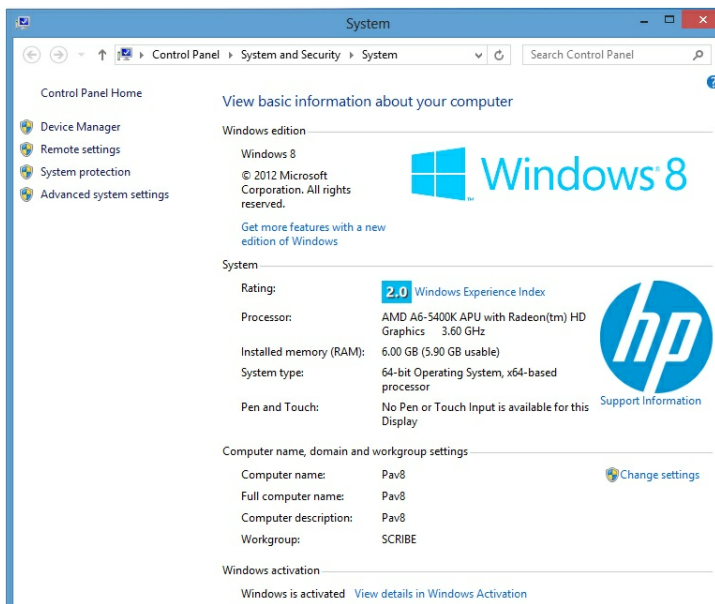
- whether you are using a **32 bit or 64 bit** system, so you select the correct installation programs
- the **PC name** which is needed for setting up the database connection as it forms part of the 'server name'. It is recommended that you write down the Computer name so you can find it easily later. If different it is the 'Full Computer Name' which you will need.

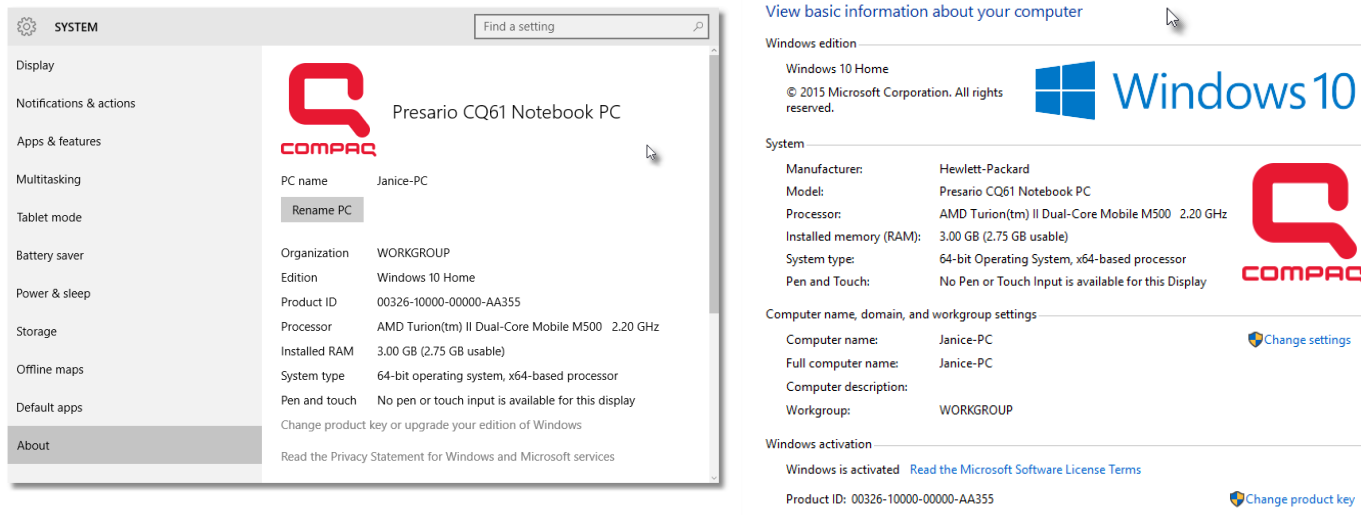
Note that the name is case sensitive.

Make sure there are no spaces in the computer name, or you will need to amend this under Windows first.

To check your system there are several methods you can use, depending which Windows you are using::

- In Windows 7, from the Start button select **Computer**. Right click and select **Properties**. Or click on **Computer** then click on **System Properties**.
- In Windows 8, in File Explorer, select **This PC**. Right click and select **Properties**
- In Windows 8 or 10, go to **Control Panel**, select **System and Security**, then **System**, and click on '**See the name of this Computer**'
- In Windows 10, use **Settings**, then **System** and then **About**. For more detail go to **System Info**.





## SQL Express Prerequisites

The Scribe Accounts CD comes with the all installation files it needs.

The SQL Server installation needs certain Microsoft programs to exist on your PC. Different versions of Windows will need different elements adding in.

The prerequisites for running the program are **Microsoft .NET Framework 3.5** and **Microsoft .NET Framework 4.5**

Typically Windows 7 will already have Microsoft .NET Framework 3.5 but not Microsoft .NET Framework 4.5. .

Conversely, Windows 8 and 10 come with .NET Framework 4.5. However for the Scribe application it also needs .NET Framework 3.5

You can check whether you have the correct version of .NET Framework by going to **Control Panel** and selecting **Add/Remove Programs**; or select **Programs** then **Programs and Features**; or select **'Uninstall or Change a Program'** (according to which version of Windows you have). In some versions of Windows you may have to look in the section called 'Turn Windows Features on or off'.

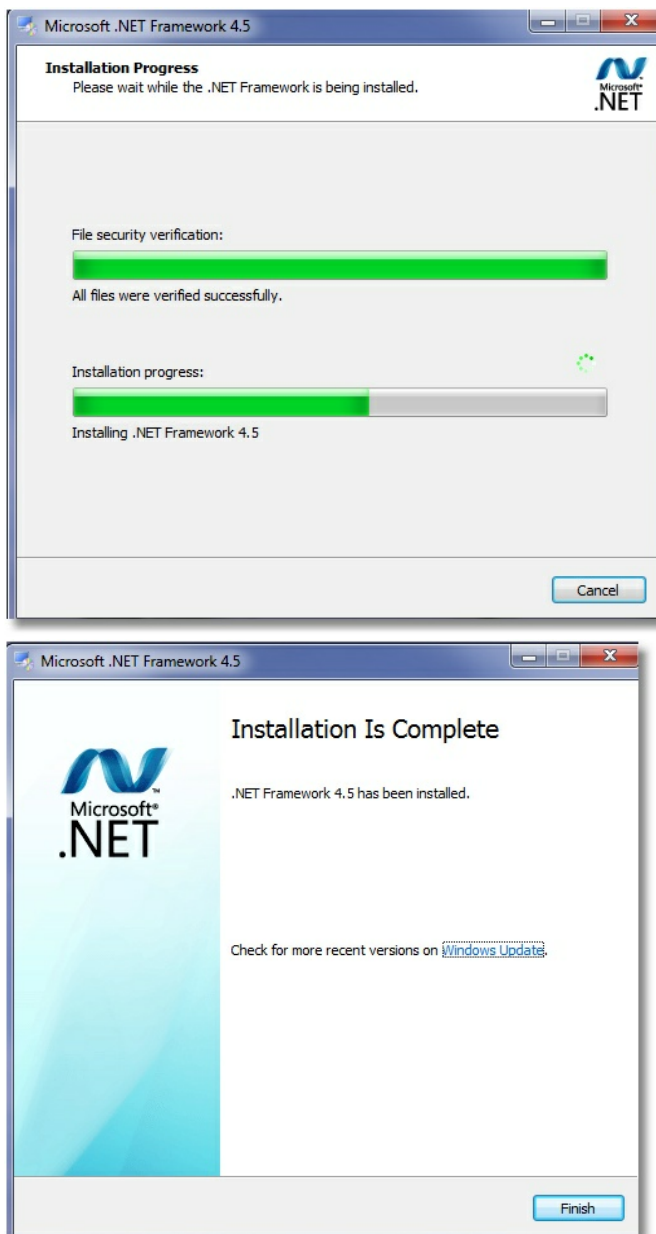
Once the files are present, make sure they are turned on. The pictures below show are examples of what you should be seeing when this has been done.

To install .NET Framework 3.5, go to the **Framework 3.5** folder, and double click on the program **dotnetfx35.exe**.

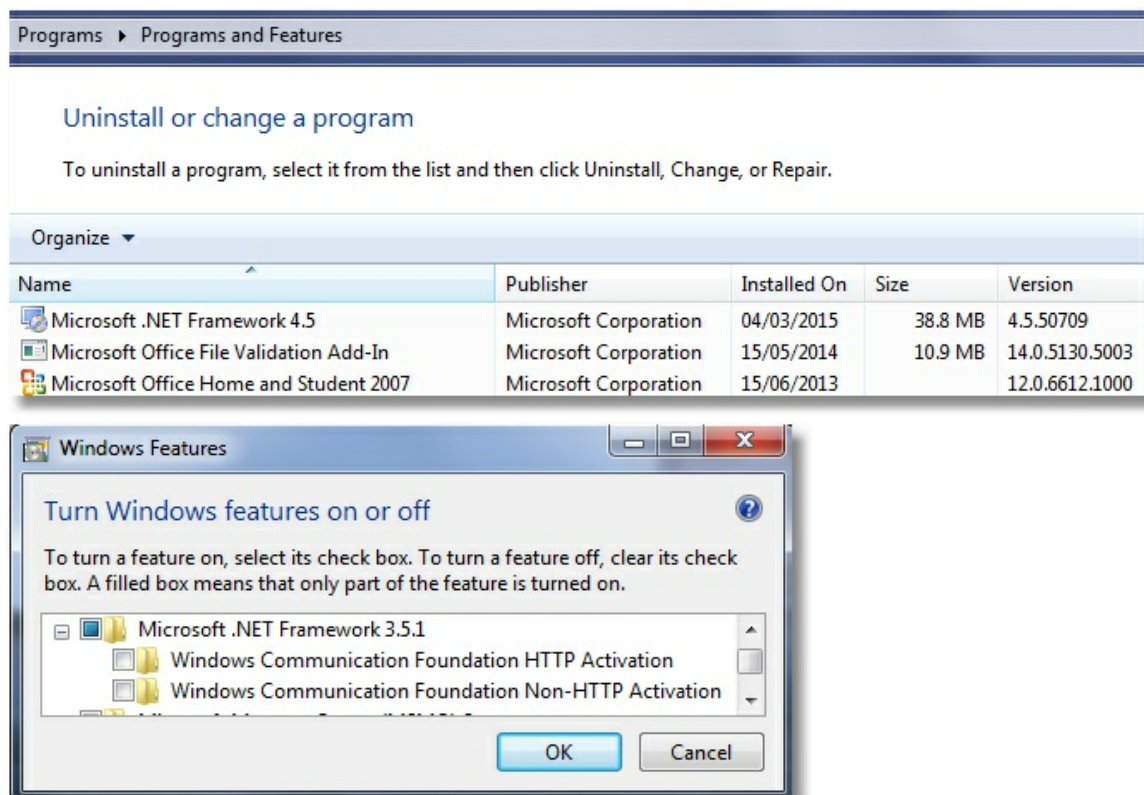
To install .NET Framework 4.5, go to the **Framework 4.5** folder, and double click on the program **dotNetFx45\_Full\_x86\_x64.exe**.

In Windows 7 installation of .NET Framework 4.5 will run through the following process.



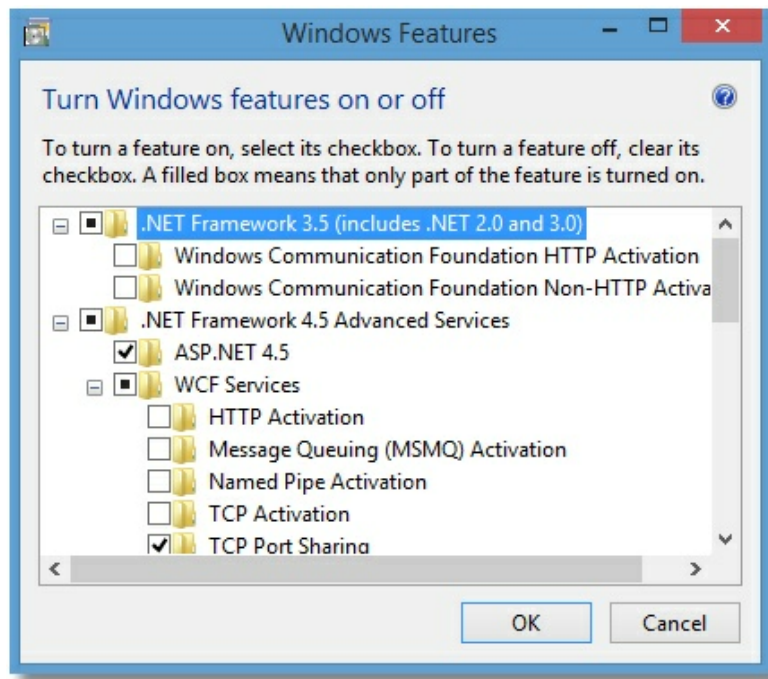


After you install .NET Framework 4.5 it will appear on the Control Panel program list. The .NET Framework 3.5 will show on the 'Turn Windows features on or off' panel.



In Windows 8 and 10, both .NET Framework 3.5 and 4.5 appear on the list under 'Turn Windows features on or off' panel.

After installation of .NET Framework 3.5 make sure that both are turned on.



## 2.2 Installing Scribe Accounts

This Setup will install the Scribe application itself, and the required supporting programs like .NET Framework, Crystal Reports etc.

**Operating Systems:**

Note that you can use Windows 7, 8 or 10, in 32 bit or 64 bit forms, for the server and connected PCs in any combination.

You must have already installed the SQL Express 2012 database software before you start to install the Scribe application..

To install the Scribe application, load the CD and browse to the **Scribe Application Setup** folder.

Double click on the **ScribeSetup.exe** file to run it. You generally need Administrator privileges to install software in Windows operating systems.

Click **Next** or **Install** to go through the stages of the installation.

You can normally accept all the default settings.

The installation will add a desktop shortcut icon for the Scribe application.



SCRIBE

When installation is complete and the application is executed for the first time a form will then be displayed giving two options-

- Create a New Council.
- or**
- Connect to an Existing Council.

### Create New Council:

This is the standard setup for the first time you create a Scribe Council database. We have called it 'Council' in case you are supporting more than one organisation.

The process will create a Scribe database in SQL Server and create the necessary tables in that database to hold the data.

This form will ask for some database connection information -

- **Server Name**

The database server (host machine) will normally be the SQL Express installation done by the SQL Express setup above. You can also connect to an SQL Express instance installed on any other machine on the network.

In the simple case of running the application on the PC where you have just installed SQL Express, the Server name will use the PC name as used by Windows, followed by the database server. You will need to add '\\SQLEXPRESS'.

eg If the computer name you wrote down is 'OfficeDell', the Server Name to type in will be **OfficeDell\\SQLEXPRESS**

- **Database Name**

This is the name of the database itself. Type in **scribe**. You will see in the bottom box the Display Name showing the full name of the database.

In our example, this will be OfficeDell\\SQLEXPRESS:scribe

Note if you are supporting more than one council you can use the name of the council as a database name instead of 'scribe'. Do not include any spaces in the name.

- **User Name**

For a new database type in **sa** (which is a standard system admin user in SQL Server. This system admin login is needed to be able to create a database within SQL Server)

- **Password**

For a new database, we have included a standard password which you will have received in the instructions.

The above user name and password are what the Scribe application will use to talk to the database. The details are remembered by the computer by being stored in a configuration file. You will not have to use these again yourself, except for backup and restore functions.

For day-to-day use you will have your own Scribe login.

It is recommended that you write the Council Setup details down (all four entry lines), as you will need these to connect to the database from another PC, to delete databases, and also for taking regular backups.

**Tip:** It may help to think of Scribe in two parts - the program and the database, and these details are the 'connection' between the two parts.

If you are using an existing SQL Server you will already have a user name and password and you must use those instead of the ones shown above. These names will be recorded in the application's configuration file for use each time. If you use the user 'sa' you can use your existing password which has been set for that user.

The application will then create the connection to the database and will display the normal day-to-day [Application Login](#) <sup>12</sup> screen.

Before you proceed any further you must [install the licence key](#) <sup>90</sup> which grants you the licence for a specified period of time.

The next time you run the application it will connect to the database automatically and will go straight to the normal [Applications Login](#) <sup>12</sup> screen.

**Tip:** You can also access the **Create Council** screen directly from the logon dialogue. This allows for situations where existing connections have been removed, for instance on a network server, and you have to create a new connection in order to proceed.

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## Connect to an Existing Council (another database on your network)

[Click here for details](#) <sup>48</sup>

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## Updating the Scribe Application


You may receive a Scribe CD to install an updated version of the Accounts 2015 software, or you may obtain this by downloading from the website.

To update the Scribe application you can simply run the **ScribeSetup.exe** program as described above.

This will uninstall any existing application and reinstall the new one, without affecting any of your data.

Login in to the updated Scribe application.

In some cases the existing database will need to be amended and a function in the Setup menu called **Update Script** will do whatever is necessary.  
If you try to use the database without running Update Script you will see error messages.  
Follow the instructions accompanying the revised version, and if on doubt run Update Script anyway.

For more detailed instructions see [Updating Scribe](#) 

You may in some instances also need to enter or re-enter your licence key. If you are not extending the licence period at the same time as the reinstallation, you should key in the licence key which you used the last time you did so.

Note that if you simply update the Scribe application, the normal login dialogue will appear when you launch Scribe, and the existing databases and logins will be available, which will normally be what you wish to see.

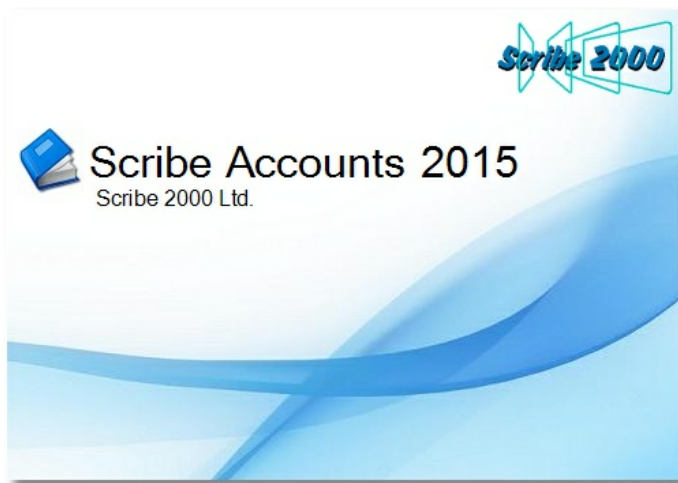
If for some reason you wish to start over with new databases, you may also need to remove the configuration files so that the program asks you for new details

See **IT Notes** on [Delete Council](#)  for further details.

---

## 2.3 Logging on

When you click on the SCRIBE icon on your desktop you will see this screen for a few moments.



You will then be presented with a logon dialogue.

### User Logon



The logon screen you will normally see has a User Name and Password to enter, and the Financial Year to select. (You will also see all the available Council connections and databases shown)

The first time you go in you must type a Username of **Admin** and a Password of **Admin** (both with capital A only)

This is the default user which is pre-installed, and if you are working alone you could if you wish just keep that user name. However we recommend that at some point you set up at least one other user name and password. See [Users](#)

Note that because this is a database server solution, your access rights go with you not with the PC, so users can log on at any connected PC and use their normal Scribe security levels. Conversely different people can log on with their own usernames at the same PC, and have the access rights you have allocated to them. For more details about network use [click here](#)



To Exit the Scribe accounts, go to and select **Exit**

#### Unable to Logon from a Connected Network PC?

- If you see an error message about being unable to connect, the database PC or server is probably not switched on.
- If you have a database on your own PC but it is attempting to connect to another database, this will be because that is the last database you were using. Just wait, and the normal logon will appear after a few moments.
- If the original database has been removed from the server, you can create a new connection from the remote PC by accessing Create Council direct from the login dialogue.

### Database Connection

In certain circumstances you will see a Council Setup screen which will be similar to this.



This screen, which needs details of the server and database, appears whenever you are working directly with the database, including

- [Installation](#) <sup>36</sup>
- [Creating a new council database](#) <sup>75</sup>
- [Connecting to an existing council database](#) <sup>48</sup>
- [Deleting a council or database](#) <sup>76</sup>
- [Performing a Backup or Restore of the database](#) <sup>91</sup>.

Enter the server and database relevant to the task you are performing. See individual details for each topic.

You will always use the Database Login and Password for these purposes.

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## 2.4 Connecting to Existing Database

**Connect to an Existing Council** will usually apply when you have another PC on the network and wish to connect this to the database you have already set up either on the first PC, or on a server.





You do not need to install SQL Server on the second PC.

Just install the Scribe application itself, and go through exactly the same process as for the [first connection](#)<sup>43</sup>, and again time simply add the name of the PC/server as used by Windows on the network.

There is no need to map network drives.

The nature of the network itself - cabled LAN, wireless etc - does not matter.

Just enter the Server Name as the name of the machine as used in Windows, followed by \\SQLEXPRESS as before.

If you have newly installed the Scribe application on this second PC, use the database login User Name and Password as before, as you will be using the SQL Express on the local machine but pointing it to a remote database.

This arrangement is completely flexible. All you have to remember is to use **Create Council** to create a database, and **Connect to Existing Council** if you wish to connect to it from another PC.

If you use **Connect to Existing Council** immediately after installation, for instance on a second PC, you must point to an existing Council database already setup on another machine on the network.

If you are using **Connect to Existing Council** from the **Setup** menu, you will already have logged in to one database and will be setting up access to a second one.

You can also connect remotely eg from a Home PC to an Office server on a wide network. You will need to ensure all firewalls are set correctly and should consult your IT advisers.

**Operating Systems:** Note that you can use Windows 7, 8 or 10, in 32 bit or 64 bit forms, for the server and connected PCs in any combination.

**Notes for IT support:**

If any network issues occur, check **SQL Server Configuration Manager**.

In SQL Server Services, SQL Server (SQL Express) and SQL Server Browser should be enabled and running.

In SQL Server Network Configuration, Named Pipes and TCP/IP protocols should be enabled.

## 2.5 Technical Reference

*This Page is intended primarily for ICT support*

**SQL Server and Operating Systems:**

The Scribe Accounts 2015 Application is an application built around the .NET Framework and using SQL Server Express. The version supplied is **Microsoft SQL Server Express 2012**.

It is anticipated that the application can be installed into any SQL Server environment (not 2005 or earlier) and onto any server. Existing users are supported on SQL Server 2008 and 2008 R2, including operating systems from Windows XP onwards.

A NAS device for file storage will not be appropriate as SQL Server generally requires local storage.

Any 2005 (or earlier) components of SQL Server must be uninstalled or updated. This includes elements of old versions of Outlook eg Business Contact Manager. You should therefore remove or update any Business versions of Office 2003 or 2007, or preferably try to use a PC which has not had these installed as some components may be difficult to remove.

**Operating Systems:** You can use **Windows 7 SP1** or **Windows 8, 8.1 or 10**, in 32 bit or 64 bit forms, for the server and connected PCs, in any combination. The Scribe application can be deployed onto any Windows client, so you can have a mix of Windows PCs in any one network setup.

If you are using a network server, you can use Windows Server 2008 R2 SP1 or Windows Server 2012. For installation on Windows Server you must ensure the .NET Framework requirements exist prior to the SQL installation.

Internet Explorer should be at IE 7 or above

The prerequisites for the application are **Microsoft .NET Framework 3.5 SP1** and **.NET Framework 4.5**. Both of these are required.

By default Windows 7 includes .NET Framework 3.5 but will require .NET Framework 4.5 to be loaded. Conversely Windows 8 and 10 already have .NET Framework 4.5, but do not have .NET Framework 3.5.

You must load the missing one from the Scribe CD in the Prerequisites folder. In any event the Scribe setup program will check and report if either of these is missing.

The installation files are included on the Scribe CD.

To install .NET Framework 3.5, go to the Framework 3.5 folder, and run **dotnetfx35.exe**.

To install .NET Framework 4.5, go to the Framework 4.5 folder, and run **dotNetFx45\_Full\_x86\_x64.exe**.

After installation check in the Control Panel Programs list, and under the 'Turn Windows Features on and Off' section, that both are available and turned on.

## 1. SQL Server

If you already have SQL Server available on the PC or network, and know its location, you can now go straight to the installation of Scribe Accounts 2015 itself.

If you need to install SQL Express, the Scribe installation CD comes with Microsoft SQL Express 2012.

- For 32 bit Windows, you will need to run the file **SetupSQL\_x86.bat**.
  - For 64 bit Windows, you will need to run the file **SetupSQL\_x64.bat**.

The bat files contain the required parameters for the Scribe application. To have the initial default logons these must be used rather than running any download directly from Microsoft.

## 2. Scribe Accounts 2015 Application

To install the Scribe application, run the **ScribeSetup.exe** in the Scribe Application Setup folder.

Accept all the default settings.

Warning: On Network installations be careful with firewalls or anti-virus security applications which are designed to prevent intrusion and traffic between PCs on the network. It is recommended that firewalls are turned off during installation, and you may need to check your network settings to allow traffic for the Scribe application.

## 3. Council Setup

**Create Council** creates a connection from the application to the database, and creates the tables in the database. 'Council' refers to each server/database combination, as there may be several for multiple organisations and locations. We recommend the database name 'scribe' but this is not essential.

Use SQL Server user 'sa' (Password 'Scribe123', both case sensitive) to perform database operations, unless you have a pre-existing SQL Server available with alternative administrator logins. Ensure users are aware of the database logins as they will require these for backups and similar procedures.

Use Scribe application default administrator user 'Admin' (password 'Admin') to logon once connected. Note there is no backdoor to reset user logins, so any new usernames/passwords created must be retained securely.

## Alternative Scenarios (eg Networks or Multiple Councils)

**Connect to Existing Council** allows connection of subsequent PCs to the previously created database. This requires only the connection details using the server name previously used. It does not require any network drive mapping and uses Windows PC names visible within the network workgroup. Additional client PCs can be connected to an independent server or to a PC acting as a server.

If any network issues occur, first check **SQL Server Configuration Manager**. This is normally available from the Start menu All Programs list in Windows 7, but in Windows 8 or 10 you can view services directly from Control Panel | Administrative Tools | Services.

In SQL Server Services, SQL Server (SQL Express) and SQL Server Browser should be enabled and running. (SQLServerAgent is not relevant).

In SQL Server Network Configuration, Named Pipes and TCP/IP protocols should be enabled.

Note that we do not expressly support implementation within a Windows Domain/Active Directory environment. Windows Workgroups/Homeworkgroups should normally be adequate.

Check that all firewalls and security measures across the network permit SQL access. It will pay to turn off all such restrictions for installation. If ports need to be configured manually SQL Server generally listens on TCP port 1433. The article at <http://support.microsoft.com/kb/287932> describes the firewall settings needed for connection to the server.

### Configuration files

If there is ever a need to reinstall or relocate, it helps to remove these files so as to obtain a clean login.

Database Connection details are stored in **Scribe.exe.config** which is (for Windows 7/8/10) in \Program Data\Scribe 2000 Ltd\ and (the default) in \Program Files\Scribe 2000 Ltd\Scribe Accounts

Last login connection (for any Windows user) is stored in **User.config** which is (for Windows 7/8/10) in Users\<User Name>\App Data\Local\Scribe 2000 Ltd\

Note some of the above paths may include \x86 in 64 bit OS.

Note you may need to enable 'Show hidden files' in Folder options in order to see these files in Windows explorer

### Logo filepath

If a logo or address image is to be included in invoices etc, a suitable file can be stored.

The file must be called **Letterhead.jpg** and stored alongside the application configuration file typically:

C:\Program Data\Scribe 2000 Ltd\

Note a blank image is supplied by default and it is recommended this be saved in case it needs to be reinstated.

### Backup/Restore

A backup process is incorporated within the application and is recommended in addition to any overarching security. This requires database connection login during the process, not just user login, and utilises Microsoft procedures to create a .bak file of the entire database selected.

Any database can be backed up from any connected location and to any destination location but this must be local to the server. The current logged on database is supplied as default.

A filename and path for the backup location is required when performing the backup (if only a filename is entered the result will be saved into the Microsoft data folder by default).

Restore requires the full filepath including the .bak extension. If restore is performed to a new database name the database will be created automatically but later will require a 'Connect to Existing Council' to add it into the Scribe system. Recommended restore process is to create a new database using Create Council, then log into it and restore using the same database name.

### Uninstalling

**Council Setup** allows for the deletion of existing Councils or Databases. Normally use Delete Database which removes both elements. The Council currently logged on to cannot be deleted.

Therefore to clean down a PC, create a new Council and connect to that in order to delete all the Councils and databases containing data. Physically delete the configuration files listed above. The

Scribe application itself can be uninstalled using Control Panel.

### Updating the Application

To install a newer version of the Scribe application, you can simply run the **ScribeSetup.exe**, usually from a download. This will uninstall and reinstall the later version. Also run **Update Script** from the Setup toolbar immediately after logging on, which synchronises any new procedures with the database.

Any install/uninstall of the Scribe application has no effect on the existence of SQL Express or its data. If the Scribe application is permanently uninstalled without deleting the Councils, the existing databases will continue to be available directly from Microsoft SQL Server.

### Databases

The physical location of the application databases is within the Microsoft Program area eg C:\Program Files\Microsoft SQL Server\MSSQL10.SQLEXPRESS\MSSQL\DATA. You will never need to know or use this filepath in normal operation. However it may on occasions be useful to view what databases exist or to find backups which have been incorrectly named. You will normally find a pair of similarly named files for each database, in addition to a number of standard Microsoft files.

### Troubleshooting

Check the [Troubleshooting Installation FAQ](#)<sup>54</sup> for common errors

See Also: [Advanced Technical FAQ](#)<sup>55</sup>

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## 2.6 Troubleshooting Installation FAQ

See Also: [Advanced Technical FAQ](#) <sup>55</sup> [Technical Reference](#) <sup>50</sup>

### SQL Express installation does not work or does not seem to complete properly

#### Are you logged on the PC as a Computer Administrator?

Check in Control Panel User Accounts  
Also try using 'Run as Administrator' on the setup program file (right button menu)

(Windows 8 or 10 ) **Have you installed and turned on .NET Framework 3.5?**  
(Windows 7 ) **Have you installed and turned on .NET Framework 4.5?**

Check in Control Panel Program List with 'Turn on Windows Features On/Off' displayed.  
In all cases make sure they are both turned on and if necessary run the appropriate installation program on the CD

### Scribe Council setup shows errors when creating a database or trying to logon

#### Error message that Scribe has encountered an error and needs to close. Report to Microsoft etc

At installation, this may mean the Scribe application cannot find the SQL Express because it did not install correctly.  
If your PC is not a new one it may also be that the graphics drivers on the PC are not up to date and cannot display forms which use later components. You will need to update your drivers to the latest versions.  
If the error persists, first try uninstalling and reinstalling the Scribe application.  
If necessary, try installing the SQL Express again. You will need to uninstall SQL Express before attempting to reinstall it. Then try running or if necessary reinstalling the Scribe application.

**Errors referring to 'network instance' or 'connection failed' or 'Could not open a connection...' or 'Login failed for user sa'**

These all mean that the Scribe application cannot connect to the database for one reason or another.

- Check the server name used is the same as the computer name with \SQLEXPRESS added on the end. Check computer name again in Computer Properties under 'Computer name, domain and workgroup settings'. Make sure there are no spaces in the name.
- Check you have used a backslash (\) before the SQLEXPRESS, not a forward slash (/)
- Check that Caps Lock is not set
- Check that sa is lowercase and that Scribe123 is lowercase with a capital S

**Note:** If you have failed to logon but a database has already been created, you will be prevented from creating another database with the same name, so always use a new database name each time you try to 'Create New Council'. (Write down the failed ones so you can tidy them up later.) If you forget what databases you have created you can check in Program Files

**Note:** Later when using Scribe you will also see connection errors like this at any time if you have installed over a network and the database PC or server is not turned on or the network is down when you try to connect from a different PC.

#### The Create Council stage was successful but I cannot log on

Check that for the logon screen you use the default user logon of Admin (lowercase with capital A)

#### The system will not accept the licence key entered

Check the licence key is typed in exactly as sent to you, in the correct case and without spaces. Do not confuse 0,o and O or i, l, L, or 1 etc (see example of fonts on the licence sheet)

If you have tried this several times, ask for an email of the document so you can cut and paste.

**Try doing these stages with two people looking as it is easy to overlook something, particularly if you have tried once or twice.**

## 2.7 Advanced Technical FAQ

### Hardware Specifications

Most new hardware is adequate but it is possible, particularly with entry level laptops, that more resources are needed.

Recommendations for SQL Server Express are: Memory Minimum 512Mb Recommended 1Gb; Processor speed minimum 1.0 GHz (x86) 1.4 GHz (x64) Recommended 2.0 GHz or faster. Disk space 6Gb, CD drive

For full Microsoft recommendations see [https://msdn.microsoft.com/library/ms143506\(v=SQL.110\).aspx](https://msdn.microsoft.com/library/ms143506(v=SQL.110).aspx)

### **Firewall appears to be interfering with connection**

The application connects to the SQL Server database running on the server. If the installation appears successful but the connection cannot be made at the Create Council stage, you should check whether a firewall is preventing access by turning firewalls off temporarily and trying again. If this proves to be the case you will allow access for the application through the firewall. An incorrect firewall setting can even interfere with an installation on a single PC.

SQL Server generally listens on TCP port 1433. The article at <http://support.microsoft.com/kb/287932> describes the firewall settings needed to be done to be able to connect to the SQL.

### **Normal Login/Connection Stops Working - SQL Server Services have been turned off**

Check that the SQL Server services are running. It is possible a third party change to the PC such as an automatic Windows Update impacted on this.

Go to Control Panel | Administrative Tools | Services and look down the list for SQL Server (SQL EXPRESS). In Windows 10 you can also get to this via Settings | System | About | Additional Administrative Tools | Services.

In Windows 7 you can also get to this from the Windows Start button - under All Programs look for Microsoft SQL Server 2012 and SQL Server Configuration Manager. In Windows 8 and 10 you can view services directly from Control Panel | Administrative Tools | Services. (The Configuration Manager does exist but the Search box will not locate it for you.)

In the list of services the SQL Server and the SQL Server Browser must have both a Status of 'Started' or 'Running' and a Startup Type set to 'Automatic'.

You can right click and select Properties to view or to change these settings, eg to restart the service if it has been stopped. This should also then start automatically at next reboot. (The service called SQL Server Agent is not relevant)

### **Error: Access Denied - You do not have admin privileges and hence cannot create council to run the application.**

The Scribe program will give this message after checking if the user has sufficient Windows write permissions on the machine. Being a Windows Administrator should be sufficient, but if the error appears, you can recheck this by manually opening the 'Scribe.exe.config' file in Wordpad and attempt to save it without making any changes. If you have Admin rights then you should be able to save it otherwise it will give the 'Access denied' message. The file will be placed in the 'C:\Users\All Users\Scribe\_2000\_Ltd' folder.

If this is not the issue, recheck any Domain policies which may be reducing permissions (see below).

### **SQL Server Express installation in a Windows Domain environment**

Issues that can come up while installing on a domain environment are most likely related to security access permissions so please check these. Provided the user has administrative rights on the machines on which you are installing the program, this should generally be sufficient.

As a general rule, always install SQL Server Express on the domain server so that it is always



accessible from the other machines. This is assuming that you have admin access to the server during installation. If not then you will have to install it on one of the workstations.

As for the Scribe program itself, again please ensure that you always install it as a user with administrative privileges (preferably the domain admin account itself but if not then at least the local admin account) and also ensure that this box has access to the database server. Remember that there are security levels within the Scribe application which you can use to restrict access to the Scribe data.

Microsoft recommendations are listed at the above link. **Note we do not provide advice or support on Domain issues.**

### SQL Server Express installation when SQL Server 2005 or SQL Server Express 2005 is already installed

If you are using SQL Server for other functions, you will need to consider updating everything to SQL Server 2012. Uninstall the original version using Control Panel.

You may not realise that you have SQL Server (or the earlier MSDE) installed – sometimes they form part of Microsoft Outlook, for example some of its Business Contact Managers, and this can cause conflicts. This is more likely to occur if the system is old. You may see an error message about 'Consistency validation for SQL Server Registry Keys' or other messages which indicate duplicate installations.

The critical applications are Office 2003 and 2007 in their Business versions, as these include a database which uses either SQL Server Express 2005 or earlier. You will need to remove the old component or update Office.

### Other Microsoft SQL Server error messages

You may find errors which are specific to an incident on your system. Here are some examples:

'Error 3417' refers to a corrupted Master database. If you do not have a backup of that, which is unlikely, the solution would be to uninstall and reinstall SQL Server.

After re-installation of SQL Server the Scribe database may not be attached to the server. In order to attach it you would need to download and install 'Microsoft SQL Server 2008 Management Studio Express' on the same PC as the database. Login to the server, right click on 'Databases' and choose 'Attach'. Please select the Scribe.MDF file to attach (typically in C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data directory). [Alternatively send the pair of MDF and LDF files to Scribe to attach and return as a backup (BAK) file.]

Error suggesting 'CLRJIT.DLL is not a Windows file' - the CLRJIT.DLL file which generally resides in the windows directory and is used to open files during the setup process could be corrupt. This corruption could have possibly happened because of some spyware infection on the computer. You can download repair tools for repairing the CLRJIT.DLL, or run the Windows repair utility. You could also run an anti-spyware utility to detect the spyware and remove it.

'Error 3414' refers to a corrupted 'Model' database. One possible reason for this could be hard drive corruption, or possibly the default location of the system databases have been changed after SQL was installed. If it is a hard disk corruption problem, you would need to install SQL on a separate drive to avoid getting this issue again. A quick way to fix this issue is to replace the model database's files with the original ones installed by SQL. To do this, go to the Binn directory of your MS SQL SERVER, eg C:\Program Files\Microsoft SQL Server\MSSQL10.SQLEXPRESS\MSSQL\Binn. In Binn directory, go to the Templates folder. You will find the model, master and msdbdata database mdf and ldf files which were installed with the MS SQL SERVER. Replace the corrupted model database files in the Data folder

with these ones and restart the SQL instance.

### Resetting the Database Connection

If you need to rebuild the connection between the Scribe application and the SQL Server, delete all the config files which tell the application what the previous logins and connections were. See Technical Reference sheet for locations. Removing the config files forces the application to popup the Create Council screen as if you were a new user.

Try to connect to the existing known database name by selecting 'Connect to existing Council'. You can look for the physical databases to make sure you quote the correct database name. The physical location of the application databases is within the Microsoft Program area eg C:\Program Files\Microsoft SQL Server\MSSQL10.SQLEXPRESS\MSSQL\DATA.

If connecting to existing does not work, try to create a new (empty) database by selecting 'Create New Council'. You can then restore the data from a backup file.

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## 2.8 Updating the Scribe Application

You are encouraged to monitor the website and download later versions of the Accounts 2015 software as they are released. This will cover any minor fixes which have been needed, and enhancements provided in response to feedback. Details of what is contained in the version will also be on the website, along with instructions.

Updating the Scribe application does not endanger your data, as this is stored safely in the SQL Server database.

### To Download:

If you can't find the website or your browser will not accept the links, you can go to the User Info site directly from the [Contents](#) page of this Help. You can go straight to the Downloads section.

Download the bundle called **Scribe2015.zip** and **Save** it to any location on your PC which is easy for you to find later, eg C:\Temp. Do not Open anything at this point the program. Windows may give you different options about saving and running downloads, as part of its security, so you may have to select various buttons, but as long as you give Windows the go-ahead it will download the file and put it into your download list.

Once downloaded, check the file's Properties and select **Unblock** and **Apply** to make sure you can use downloaded programs. Then **Extract** the files to a known location, and **Run** (double click) the **ScribeSetup.exe** installation program.

This will not affect your database as this is stored separately. You do not have to remove or reinstall SQL Server Express or do anything with your database.

The process of installing will then take place. The desktop icon will be put back on your desktop, but it may not appear in the same place.

Once completed, you can now login to the updated Scribe application.

## Updating the Database

In some cases the existing database will need to be amended and a function in the Setup menu called **Update Script** will do whatever is necessary. This process exists to protect your data.

You will see the message 'Script Updated Successfully'.

You can now continue to use the program as normal, but review the list of changes so that you are aware of how behaviour may have changed.

If you try to use the database without running the **Update Script** you will see error messages. Running the Update Script more than once will not harm anything.

## Multiple PCs?

This is a Client-Server system, so if you use two connected PCs for Accounts what you have is one server and two clients, with the database (server) residing on one of the PCs or on a separate server machine.

You will need to run the installation process on each client PC

You will need to run the Update Script function on the database, which synchronises the database with the latest program.

If for example you have two PCs with one acting as the server, and you update everything on that main PC, the second PC must also have its program updated. If you omit that, then although the main PC will operate correctly, you will see on the second machine the same error messages as you would if you had omitted the Update Script function ie there will be a mismatch between the current program and the already updated database.

The same applies if you have two unconnected PCs eg one at home and one at the office. Both must be updated so that everything is using the same program and the same database after performing the 'Update Script' function.

## 2.9 Updating your PC

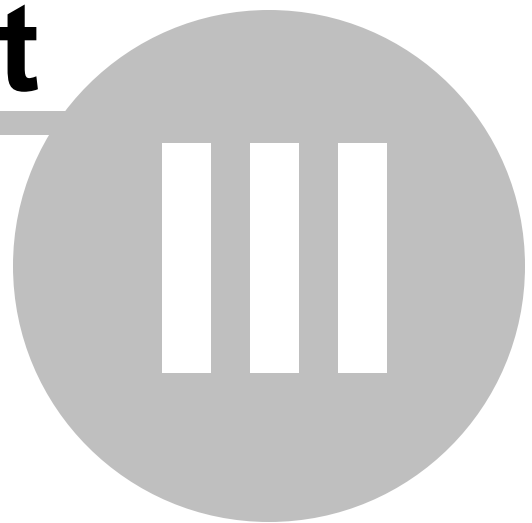
If you obtain a new PC you will need to follow the following steps:

1. Install SQL Server and the Scribe application as if you were a first time user.
  2. Follow this through and Create a Council so you have something to log on to. This will contain a default financial year according to when you obtained the CD, and you should log onto that even if it appears inappropriate. A database will now exist but will be more or less empty at this point.
  3. Log on to the old PC and take a backup of the data from the old PC.
  4. Transfer the backup file (eg using a USB memory stick) onto the new PC
  5. Log on to the new PC and restore the data into the new PC. This will overwrite the empty database with its single default year and put in its place all the data you previously had on the old machine.
- If the CD you have used is not up to date, go to the website and download the latest Scribe program. Follow the instructions on updating Scribe. You must also use the Update Script function

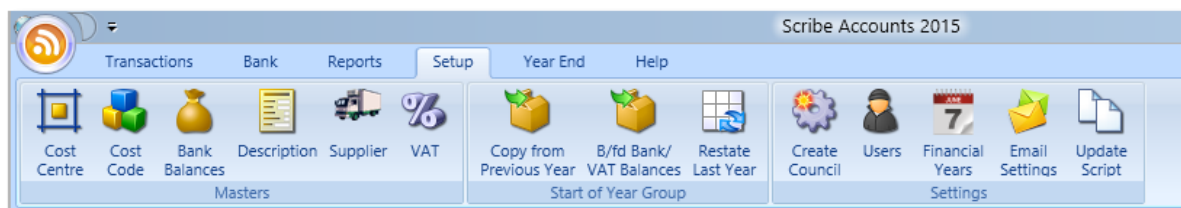
- If the CD you have used has a later version of SQL Server than the one on the old PC, you can still restore data into it. You can't go the other way though as the SQL Server must be the same or newer than the one you took the backup from. You must also use the Update Script function.
-

# Part

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### 3 Setup



The Setup menu is only available to Administrators and provides the means to setup all initial parts of the system, and some start of year information. You can come back to these at any time to add extra items or change settings.

#### Masters

**Cost Centre**<sup>[63]</sup> creates or amends the cost centre used in your accounts. This is the highest level division, for instance Administration or Community Centre

**Cost Code**<sup>[64]</sup> sets up the analysis codes within each cost centre, and allocates the budgets for each code. This is the detailed level, for instance Salary or Insurance

**Bank Balances**<sup>[68]</sup> is where you will list your bank accounts and add a start of year balance for each.

**Description**<sup>[70]</sup> allows you to manage the transaction descriptions used in the accounts.

**Supplier**<sup>[71]</sup> allows you to add full details of regular suppliers and customers. Suppliers and customers are all stored in one list of names. Every transaction needs to use an identified supplier or customer.

**VAT**<sup>[73]</sup> enables you to set a number of VAT types and the percentages which apply to them. A default set is provided.

#### Start of Year Group

**Copy from Previous Year**<sup>[83]</sup> allows you to copy from year to year the descriptive elements of your accounts - codes, budgets, supplier details etc

**Carry Forward Bank/VAT Balances**<sup>[83]</sup> is where you can copy across the financial values which you have completed in the previous year after reconciling your bank statements and VAT account.

**Restate Last Year**<sup>[189]</sup> allows you to enter directly into the current year records the balance sheet figures relating to last year. You will need to do this in two situations only:

- When you first start using the application, because there will be no data available for last year
- When the data has been found to be mistaken, even after audit, and you need to indicate the previous year values as being 'Restated'
- 

#### Settings

In the Settings Section, these items control the overall running of your accounts system.

[Create Council](#) <sup>[75]</sup> manages your database connections, and allows you to access the data from a different computer.

[Users](#) <sup>[76]</sup> sets up your user logins, passwords and the access levels you wish to allocate to them. You can leave the default one untouched if you wish.

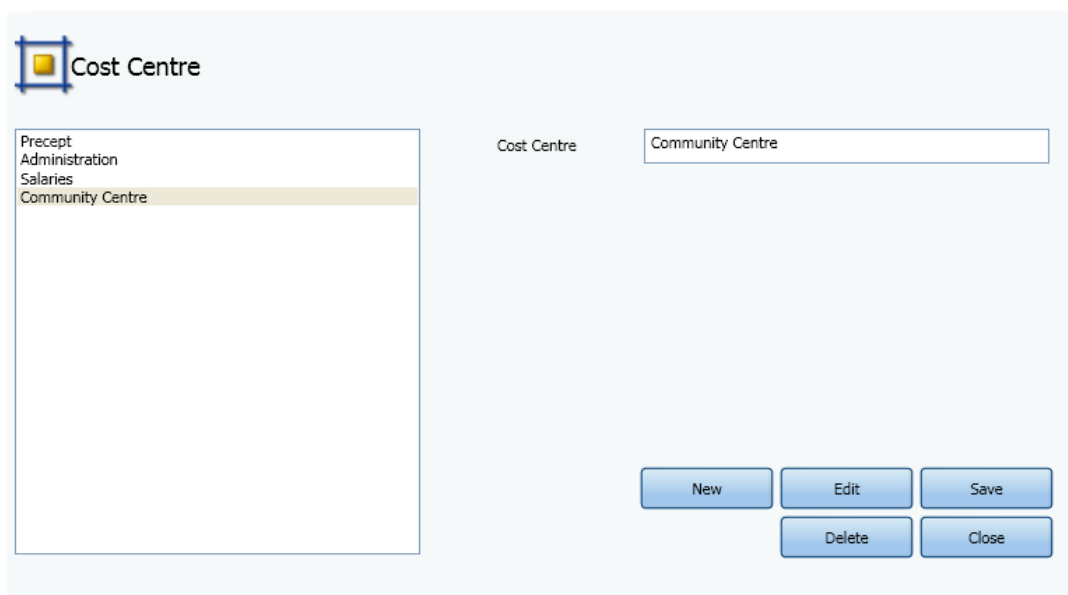
[Financial Years](#) <sup>[82]</sup> creates a new year and defines the dates for it. You will need to do this prior to every 1st April.

[Email Settings](#) <sup>[79]</sup> is where you can set up the email details if you wish to use this in connection with orders and invoices.

[Update Script](#) <sup>[58]</sup> is used when the program has been amended and there is a need to change the database to make it correspond to the updated program. A script will allow a change to be made without affecting your existing data. Only use this in accordance with Update Instructions.

## 3.1 Cost Centre

Create here the top level structure of your accounts. Cost Centres might include Administration, and service areas such as Parks or Cemetery.



The cost centre names are used in several reports for comparison with budgets and for regular reporting, so should be meaningful to members.

The structure should also reflect the requirements for reporting at the year end.

You must then add analysis codes within each cost centre. See [Cost Codes](#) <sup>[64]</sup>.

Click on **New** to add a cost centre, or **Edit** to amend an existing one. Click on **Save** to save each record before moving to the next.

You can **Delete** a cost centre entirely, but only if there are no codes or values entered against it.

If you try to add any record twice, the copy process will only create new records where they do not currently exist, i.e. creating duplicates is not permitted as this would interfere with the accounting.

## 3.2 Codes and Budget

This screen controls the detailed structure of your accounts, beneath the cost centres for your main services. Bear in mind that the structure created here will be the structure on which reports will be produced later.

Click on **New** to add a code, or **Edit** to amend an existing one. Click on **Save** to save each record before moving to the next.

In the **Cost Code** box, type in the description of the code as you wish to see it in reports.

Code IDs will be created automatically. These can be used for selection but do not generally appear on reports.

If you wish code IDs to follow a logical sequence, it is recommended that you plan out your entire structure first, then enter all the cost centres and codes in the correct sequence. Once a code ID has been used, you can edit the details but you cannot edit the code number.

The cost centres and codes will usually be copied across to the subsequent financial year.

You can **Delete** a code entirely, but only if there have been no figures entered against it through actual transactions. At start of year, this will not be a problem so you can create exactly the right codes for your current year's needs. If you delete a code you will not be able to utilise the ID again.



**Tip:** It is worth doing two things when you have completed the structure, and/or entered the budget, for the first time:

1. Print it out.

Use the Reports **Summary** (Summary version or Nett Codes with Budget figures) or **Flexed Budget** to print it prior to entering any transactions, so only the budget will be included.

2. Take a back-up of the Scribe database as an empty version, so you can always restore that if anything goes wrong later.

If you try to add any record twice, the copy process will only create new records where they do not currently exist, i.e. creating duplicates is not permitted as this would interfere with the accounting.

## Entering Balances and Budgets

The **Receipts budget** and the **Payments budget** are used to record the estimates you have assigned to the code as you prepared your budget for the year.

You do not need one code for receipts and another for payments in any one area of activity. You should have one code, with both receipts and payments recorded against it. That way you can see the difference between the two.

However some users prefer to have separate receipts cost centres with all the receipts codes, followed by the same for payments - it is a matter of preference and what reports you are likely to need.

The **Opening Balance** is an optional entry. It can be used if you are in the habit of apportioning the overall balances of the Council between codes. If you do this you can judge the progress of the activity on the code in term not just of receipts and payments in comparison to budgets but also in terms of balances. You may for example have decided when preparing the budget that you wish to use up a balance on a particular code, and therefore allocated less receipts (precept) to it. You can use this approach if you are 'saving up' for some expenditure in later years, and it helps explain what it contained in your overall balances. There is more information on this under the reports section.

It is quite acceptable to leave the opening balances as zero and simply work to your budget.

Note you are not permitted to have a balance of less than zero. The intention is only to allocate out the overall Council funds.

See Also : [Managing Reserves](#) <sup>183</sup> for how to use balances for longer term projects

## Flexed Budget

On the Cost Codes screen you can determine how your payments (or receipts) on the code are likely to flow through the year. This profiling of the budget is optional, but if set up will give you a better idea of how your actual business compares with the budget at any given time of year.

Most reports will just compare with total annual budget figures, but there are reports which look in more detail if you wish.

To profile the budget, click on the **Receipts Flexed Budget** and **Payments Flexed Budget** arrow buttons to expand the list.

[Click here for further details](#) 

### Revised Estimates

If you are monitoring your income and expenditure closely against the budget you may have a process in place, perhaps in the Autumn, where you reassess your activities to date and amend the estimates for the remainder of the year.

If so, use this form to amend the estimates of receipts and payments. You can then monitor the rest of the year against the revised figures.

### Virements

Virements are used to amend the estimates during the year by means of transferring part of the budget from one code to another. This may be as a result of unexpected receipts or unexpended budget for some reason on one code which has allowed other expenditure to be brought forward. You should always change the estimates, rather than allocate expenditure to an inappropriate heading.

To implement an agreed virement on expenditure, simply increase the payment budget one code and reduce another code by the same amount. There is no process in Scribe Accounts to move a specified budget amount between codes. Do not use Code Transfers as these relate to actual receipts or payments, not the budget.

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## 3.3 Setting up the Flexed Budget

The flexed or profiled budget allows you to specify the type of a spending pattern each budget code is likely to take. For example you can distinguish between a budget which you know will be paid in its entirety on one occasion, such as an insurance premium, to another where payments may be made monthly, such as salaries perhaps.

You must first decide the profile for each code. It is best to have completed this on paper before setting out to input the details, although you can always change the profile for any code at any time.

Click on the buttons in the lower part of the Cost Code screen to set the profile for the code in question.

By default the budget will be shown as **Spread evenly over 12 months**

If the budget when divided equally is not a whole number, the difference will be accommodated in the final (March) figure.

Cost Code ID	4		
Cost Code	Insurance	Opening Bal.	0.00
Receipt Budget	0.00	Payment Budget	2500.00

☒ Receipts Flexed Budget
 ☒ Payments Flexed Budget

April	208.33	Oct	208.33	<input checked="" type="radio"/> Spread evenly over 12 months <input type="radio"/> Quarterly- Select the month <span>Month 1</span> <input type="radio"/> Manually on a month by month basis
May	208.33	Nov	208.33	
June	208.33	Dec	208.33	
July	208.33	Jan	208.33	
Aug	208.33	Feb	208.33	
Sep	208.33	Mar	208.37	

Alternatively, you can choose **Quarterly** (arising in any of the three possible month groups, ie starting in April, or May, or June). Select which month in the quarter to allocate the figure to. In the above example, Month 2 puts figures into May, Aug, Nov and Feb.

☒ Receipts Flexed Budget
 ☒ Payments Flexed Budget

April	0	Oct	0	<input type="radio"/> Spread evenly over 12 months <input checked="" type="radio"/> Quarterly- Select the month <span>Month 2</span> <input type="radio"/> Manually on a month by month basis
May	625.00	Nov	625.00	
June	0	Dec	0	
July	0	Jan	0	
Aug	625.00	Feb	625.00	
Sep	0	Mar	0	

Or you can choose **Manually** if there will be more variety over the year. Just amend the figures to suit. As you amend each figure, the balance still to be allocated is shown in the variance box.

☒ Receipts Flexed Budget  
☒ Payments Flexed Budget


April	<input type="text" value="2000"/>	Oct	<input type="text" value="0"/>	<input type="radio"/> Spread evenly over 12 months <input type="radio"/> Quarterly- Select the month <input type="text" value="Month 1"/> <input checked="" type="radio"/> Manually on a month by month basis
May	<input type="text" value="0"/>	Nov	<input type="text" value="0"/>	
June	<input type="text" value="0"/>	Dec	<input type="text" value="0"/>	
July	<input type="text" value="0"/>	Jan	<input type="text" value="0"/>	
Aug	<input type="text" value="0"/>	Feb	<input type="text" value="0"/>	
Sep	<input type="text" value="0"/>	Mar	<input type="text" value="0"/>	

Total   
 Variance

Click on the **Save** button when finished.

### 3.4 Bank accounts and balances

This screen lists all the bank accounts and a cash account.

 **Bank Balances**

Cash <b>HSBC Current account</b> HSBC Gold Account Deposit ICICI Internet HBOS Bond	Bank Name / Cash <input type="text" value="HSBC Current account"/> Opening Balance <input type="text" value="7645.00"/>
-------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------

Use this screen to

- Add names of Bank Accounts
- Enter the Start of Year opening balance on each bank account
- Enter the Start of Year opening balance on your VAT records

You should enter the bank names immediately.

You can enter all the balances when you know what they are.

**See also - [Bringing forward data from the end of previous year](#)** 

If you amend your banking arrangements, whenever that occurs, you should add new bank details at the correct time and then record a transfer from the old bank to the new one at the time you transfer funds into the new account.

If you try to add any record twice, the copy process will only create new records where they do not currently exist, i.e. creating duplicates is not permitted as this would interfere with the accounting.

## Starting Balances

At the start of the year, you must complete these so that the total of the bank account balances plus the cash balance will add up to the overall brought forward balance. If you wish to use the accounts before you know what those opening balances are, you can do so and then add these figures in later.

Do not enter the balances you have at the time you do it, as the figures entered here should always be the opening balances as at 1 April.

These figures should match the figures in your previous year's accounts for the final balances, which are unlikely to be the same as the ones on your bank statements.

If you start up a new bank account during the year, add it in here as a new account with a starting balance of zero. You will probably arrange to transfer funds into it, which should then be recorded as a Bank Transfer between the relevant bank accounts.

## VAT Balance

Also use this screen to add in the balance on your VAT account. (The VAT account will already exist on the list)

This will define your VAT position in relation to HMRC as at 1 April, but it will be covered by the other bank account balances in terms of actual money. Although you will enter it on this screen, do not think of it as an amount in a bank - it is just a note of what the VAT position is.

After you have reconciled all your previous year's accounts and finalised the VAT position as at 31 March, the resulting VAT figure is what should be entered here.

If at 31 March, there is an outstanding amount which is ready to be claimed as a VAT refund, the amount entered here should be a **negative** one. (Just enter a value with a minus sign in front.) This will have shown up as VAT recoverable in the previous year's balance sheet if you produced one (and as the VAT balance in the initial 'Restated' figures) - where in both cases it would be positive as it represents an asset in those entries.

Conversely a positive balance here represents money which you are liable to pay to HMRC.

## 3.5 Descriptions

The screenshot shows a software window titled "Descriptions". On the left side, there is a list of account descriptions: "Extra", "Fixed Assets", "Insurance premium" (which is selected and highlighted in blue), "Office Expenses", "Printers", "Rent", "Salary", "Stationary", and "Wages". To the right of this list is a text input field labeled "Description" containing the text "Insurance premium". Below the list and the text field, there are five buttons arranged in two rows: "New", "Edit", and "Save" in the top row; "Delete" and "Close" in the bottom row.

The system takes details from the transaction records and holds them to re-use when making further records.

You can if you wish set this list up in advance by adding new entries directly into this screen, although in practice this is unlikely to be necessary.

If descriptions are similar or if some are incorrectly typed, the result may be an untidy file. Also there may be case where you know you will never need an item ever again, so it can also be removed. Periodically the descriptions can be examined and any unwanted ones can be deleted.

If you try to duplicate a record, you will be advised that this would create a duplicate. You may opt to continue, but the consequences would cause difficulty later and this is only advised if you are going to distinguish the two records immediately.

**Note:** You can only delete a description if no transactions have been recorded using it in the current year. If you wish to tidy up the file do it immediately after copying the list to the next financial year and before entering any transactions in that year.

### 3.6 Supplier details

**Suppliers**

Aviva Insurance	Mr/Mrs	Mr	Town	Boston
Borough Council	First Name	Andrew	County	Lincolnshire
Mr Arthur C. Clerk	Middle Name	C	Post Code	PE20 3EB
<b>Scribe 2000 Ltd</b>	Last Name	Pickering	Business Phone	01775 820379
	Position	Director	Home Phone	01775 820379
	Company	Scribe 2000 Ltd	VAT Reg. No	941 7451 20
	Address	Southfield	Council A/c No	
		Drury Lane		
		Bicker		

This function exists in the Setup menu so that you can go through your regular suppliers and add all their details.

You can then select them when making a transaction, rather than having to enter them each time. It also means that if you use a stored supplier for your transactions you can look back later to examine the business you have had with them.

If you wish to print purchase orders or sales invoices you will need to add the addresses in here.

Although the term 'Supplier' is used, this function also applies to the income side of your finances, so you can record regular 'Customers' such as tenants too. Both will be shown in one list when it comes to selecting one in certain situations.

You can include the supplier's full VAT registration number here in case you require to show them on a VAT report. This is essential for VAT Form 126.

You can include the supplier's own account reference for the Council, so that you can show this on a purchase order or remittance advice.

You must enter the email address if you wish to use the inbuilt email facility to send PDF copies of orders or invoices.

By storing details, including phone numbers, you can also use this screen as a quick look-up facility for your contacts.

Just double click on the name in the left hand pane to have the details displayed.

The list displayed here will be in alphabetical order.

To add a new Supplier click on the **New** button and complete the screen. Click on the **Save** button

when finished.

To amend details, select the Supplier from the list and click on **Edit**. Click on the **Save** button when finished.

The system also takes details from the transaction records as you enter them, but the record created will only fill the 'Company' line, so you will need to fill out the remaining information using this screen at some point if you wish to use the extra details.

However the names alone will probably be sufficient simply for looking up when entering transactions.

If suppliers names are similar or if some are incorrectly typed, the result may be an untidy file. Also there may be case where you know you will never use a particular supplier ever again, so the name can be removed. Periodically the names can be examined and any unwanted ones deleted.

If you try to duplicate a record, you will be advised that this would create a duplicate. You may opt to continue, but the consequences would cause difficulty later and this is only advised if you are going to distinguish the two records immediately.

**Note:** You can only delete a supplier if no transactions have been recorded against them in the current year. If you wish to tidy up the file do it immediately after copying the list to the next financial year and before entering any transactions in that year.



## 3.7 VAT rates

Here you can set or amend VAT rates, according to what the Chancellor should determine. You can add extra VAT types which you can allocate to your transactions if special rates are introduced or varied for some part of a financial year.

You may need to add an extra code if a new rate is announced, or for low rates such as energy bills.

### Tips:

While you can add extra codes you should not delete any of the standard codes (such as 'X:') as these are used in certain reports. You are not permitted to edit the R: Refund rate.

You do not have to use a single character in your description, like the ones shown, but if you do you may find it easier later as some of the reports only display the first character of the VAT type.

For the common types which are used later for calculations in VAT Reports, it is important that the name begins in the format **character / colon / space** as in the default codes provided.

**Warning:** If you are changing the rate on an existing VAT code, such as Standard rate, this rate will automatically be applied and you may accidentally change existing records. So if a rate has been changed by the Chancellor, you should Add a New VAT Type to cover the new value.

If you try to add any record twice, the copy process will only create new records where they do not currently exist, i.e. creating duplicates is not permitted as this would interfere with the accounting.

### VAT Rates when Starting with Accounts 2010

The default VAT rates are already set in the default year. So copy these rates from that initial year you

first see into the next year if you are not starting out with the year as first supplied.

See [Copy from Prev Yr](#) 

### Brought Forward VAT Balance at Start of Year

Enter this using the [Bank Balances](#)  form

### Setting the VAT Calculation Method

There is an option to have the transaction VAT calculated either from the total figure or from the net figure.

It makes no difference to the figures recorded but gives you a choice of method according to how you prefer to enter the record.

For example if you have a transaction of £100 plus £20 VAT, if you select the top button (Calculate VAT based on Net Value) when adding a transaction you will enter £100 and then VAT will be calculated as £20 and the total shown of £120. If you have selected the lower button (Calculate VAT based on Total value) you would first enter £120 total and have the VAT calculated as £20 and the Net then shown as £100.

You set the function here for each of the VAT rates - clearly it will only be relevant to the non-zero rates where an element of VAT is required.

It is recommended that **R: Refund** rate remains based on Net to make entry of the figures simpler.

Note this option is available for Receipts and Payments, for setting up regular receipts and payments, and for journal corrections. It applies to edits of existing records as well as new entries.

You can still edit the VAT amount on an individual transaction if the calculation does not quite correspond to the invoiced VAT amount, or if VAT does not apply to the whole order.

**Tip:** If you find that you are frequently adjusting the VAT element away from the calculated figure, for example because of non-VAT items being included within an invoice, you will probably find it easier to use the Total-first option as this makes it easier to amend the values

---

## 3.8 Create New Council



The term 'Council' used here really means database. It includes the 'where it is located' as well as the 'what it is', and technically it represents the connection to the database server, so you are telling the Scribe Accounts program where to go to find the database (which could be on the same PC or on a server somewhere else) and the name of the database you need to use.

There may be a case where you are a Clerk of more than one Council, or wish to run a totally separate database, for example for a sports centre. There are other eventualities where you may need to set things up again, or to connect to another PC or server.

You can create a new Council setup at any time. You will have had an initial opportunity to do this when first installing the database.

Go into the **Setup** menu and choose **Create Council**.

Here you have the options of **Create a New Council** or **Connect to an Existing Council**.

To create a separate database for a second organisation, select **Create a New Council**. Complete the details using the same server but a different database name.

If you are supporting more than one council or organisation you can use the name of the council as a database name instead of 'scribe'. Do not include any spaces in the name.

When you login later, you will be able to pick which Council/Database you wish to log on to (and you must therefore take care when doing so). You do not need separate desktop icons.

For further details on what the Create Council function does, see [Installing Scribe Accounts](#) <sup>43</sup>

### Building a 'Sandpit'

If you wish to have a database just for practice, or for training staff, you can use **Create a New Council**

to set up a totally independent test area. This will have no impact on your real Accounts data. You can even practice year ends on here if you wish. The only thing to remember is that you will have a choice at your day-to-day logon as to which database you enter.

If you wish this play area to be temporary, you can later logon to your real database, and delete the test database. You cannot delete the database you are logged on to. Go into the **Setup** menu and choose **Create Council**, then enter the details of the Council you wish to remove and select **Delete Council**.

Technical Note: If you find that you cannot access the Security menu items, which demand a separate connection to the database, this means that you do not have sufficient 'write' permissions in Windows. Check that your Windows user is set at an Administrator level. You can select 'Run as Administrator' to overcome a problem if it arises but will need to examine what settings exist on your PC and Windows Account.

### 3.9 Delete Council or Database



The Council Setup screen also has options for **Delete Council** and **Delete Database**

Clearly these must be used with great care, and are only available to Administrator level users. If you have a large networked implementation it would be advisable to discuss this with your IT advisers.

In normal situations you are unlikely to require these. As a precaution, you are only permitted to delete another council or database, not the one you are logged on to.

The difference between the options is:

**Delete Council** - this removes the Council from the list of councils you can log on to, but does not delete the actual database from SQL Server. It is taking it out of the list on the Scribe accounts system only. You can therefore create another Council to access the database at a later date, or from

elsewhere.

**Delete Database** - this clears away both the Council and the Database selected. This is a permanent deletion.

Your User Name and Password for this purpose are those used for database login ('sa' etc), not your day to day logon.

The details you enter are case sensitive. If the entries do not match exactly you may find that although you intended to delete both database and council, you have deleted the database but have not actually deleted the Council and so it still appears in the list. If this happens, delete the council again using the correct case.

If you are discarding a PC and wish to clean off the data, this process will not allow you to remove the database you are logged on to, so if you only have one set up you would need to create another empty one to use specifically for the purpose.

#### Notes for IT Support:

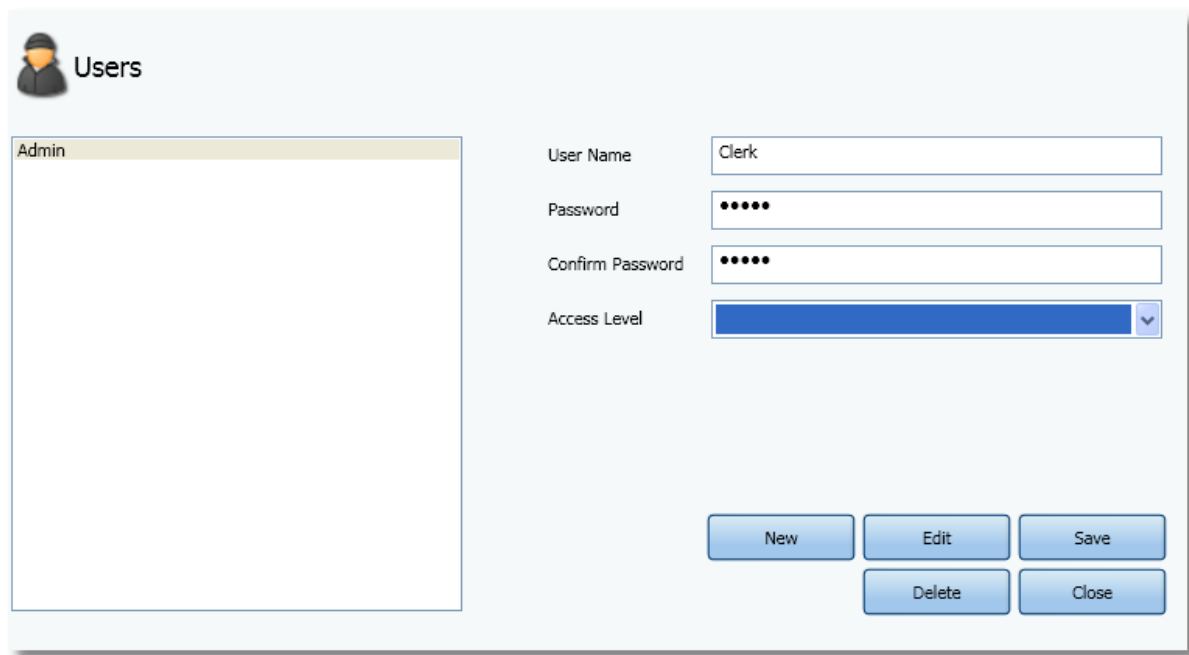
If you are removing the Scribe Accounts application, and you wish to remove this cleanly (perhaps in order to have a clean reinstallation for some reason) you should note the following:

- Deleting Councils/Databases as described above will always leave at least one in place. Use SQL Server Management Studio or equivalent to remove all databases.
- To uninstall the Scribe application use Control Panel and Add/Remove Programs or similar
- To remove configuration files (which may interfere with any reinstallation), check for
  - Scribe.exe.config (for Windows 7/8) in \Program Data\Scribe 2000 Ltd (and also delete the Scribe 2000 Ltd folder) and similarly in \Program Files\Scribe 2000 Ltd. The one in Program Files is the supplied default, and the one in Program Data is the current established connections. [For XP in \Documents and Settings\All Users\Application Data\Scribe 2000 Ltd\ ]
  - User.config (for Windows 7/8) in Users\<User Name>\App Data\Local\Scribe 2000 Ltd\ (and also delete the Scribe 2000 Ltd folder) [ For XP in \Documents and Settings\<User Name>\Application Data\Scribe 2000 Ltd\ ]
  - Note for 64bit configurations, some of the above locations may be under \Program Files\x86
- To uninstall SQL Express if necessary, use Control Panel and Add/Remove Programs and select the primary SQL Server program, which will remove its supporting programs as it is uninstalled. Remove any remaining files and folders under \Program Files\Microsoft SQL Server \....

If SQL Server 2008 is replaced with SQL Server 2012, the database will need to be backed up from the old version and restored into the newer version. Once this has been done, you may not find it possible to delete items from the council list, as they were created on the older version. To avoid this, delete as much as is safely possible prior to uninstalling the original SQL Express.

If you need to logon without having the default server and database shown in the login window, perhaps because they have been deleted using another PC, clear all the configuration files as described above. Then when you run the application you will get the 'Create Council' dialogue as if you had just installed.

### 3.10 Users



**Users**

Admin

User Name: Clerk

Password: •••••

Confirm Password: •••••

Access Level: [Dropdown]

New Edit Save

Delete Close

Click on the **Setup** menu and choose **Users**.


Simply add a new name and password, and **Save** the record.  
Next time you can log on with that user name.

Those Usernames and Passwords may be set different levels of access.

Select the **Access Level** from:

Level 1 - Reports	Only permitted to run reports
Level 2 - Data Entry	Permitted everything except Setup and Year End
Level 3 - Administrator	Full access to all functions

The default user **Admin** is pre-set to Administrator level

Only the Administrator may create or delete other users, and will set an initial password when creating a new user. The user may subsequently set new passwords for themselves using the [Utilities](#)  menu, as it is good practice to change passwords regularly.

**Warning:**

Only you know the passwords, so do not delete the **Admin** user or change the **Admin** password to

something else, unless you are sure you can remember it.

There is no way back if you forget a password unless you have taken a backup prior to changing it, as the users are stored in the database along with everything else.

You are therefore recommended to keep the **Admin** user and password unchanged, so that you can revert to that if you forget other usernames.

---

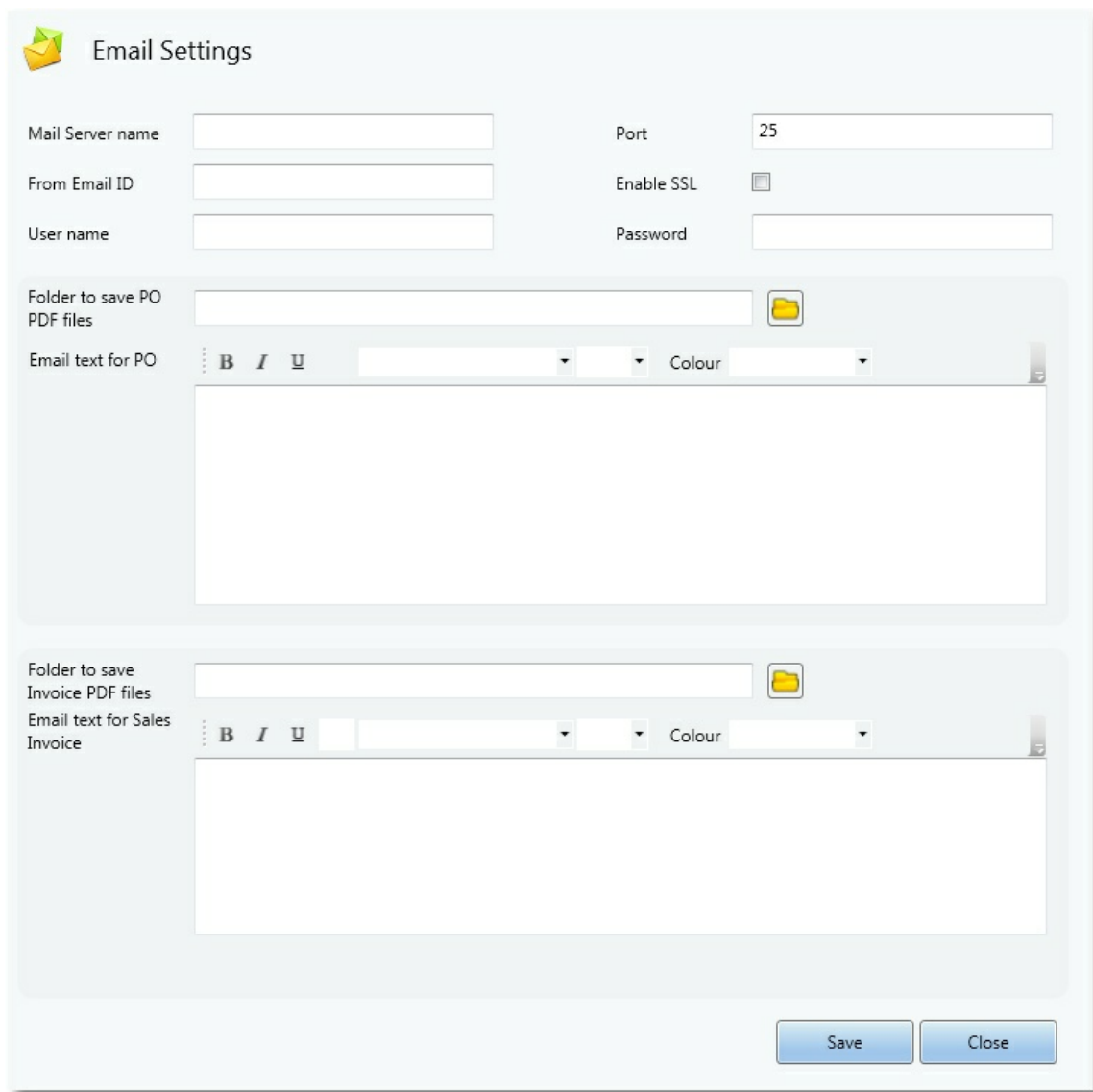
## 3.11 Email Settings

Email settings allow you to mail out invoices and orders direct from the Accounts.

The report produces a PDF version of the document, stores it in the folder defined here, and then sends an email to the email address held for the supplier or customer.

You can have separate folders and separate default messages for sales invoices and purchase orders. You can add to the email message before sending.

Here you can define the settings, including the email server and login.




The image shows a 'Email Settings' dialog box with a yellow envelope icon. It contains two main sections for configuring email accounts. The top section has fields for 'Mail Server name', 'From Email ID', 'User name', 'Port' (set to 25), 'Enable SSL' (checkbox), and 'Password'. The bottom section has fields for 'Folder to save PO PDF files' and 'Email text for PO', followed by a rich text editor with bold, italic, underline, and color options. A similar section exists for 'Folder to save Invoice PDF files' and 'Email text for Sales Invoice'. At the bottom right are 'Save' and 'Close' buttons.

**Email Settings**


Mail Server name  Port

From Email ID  Enable SSL ☐

User name  Password

Folder to save PO PDF files  

Email text for PO **B** **I** **U**   Colour


Folder to save Invoice PDF files  

Email text for Sales Invoice **B** **I** **U**   Colour

Below is a completed example.


The default Port 25 will probably be correct but you can check all the details in your email account Properties. This may be under the Servers and Advanced tabs, depending on which email you use. To test the settings, add yourself as a supplier and then send a test order or invoice to yourself. See [Orders and Invoices](#) <sup>127</sup>





### Email Settings


Mail Server name	<input type="text" value="smtp.outlook.com"/>	Port	<input type="text" value="587"/>
From Email ID	<input type="text" value="andrew@scribe2000.co.uk"/>	Enable SSL	<input checked="" type="checkbox"/>
User name	<input type="text" value="andrew@scribe2000.co.uk"/>	Password	<input type="password" value="••••••••"/>

Folder to save PO PDF files  

Email text for PO

**B** **I** **U** Segoe UI 12 Colour

Attached is a purchase order from Scribe

Folder to save Invoice PDF files  

Email text for Sales Invoice

**B** **I** **U**   Colour

Attached is a sales invoice from Scribe

### 3.12 Financial Year

Everything you do in the accounts must relate to one financial year and your entries will be recorded against one year because you will select the year to work on when you log in.

To create a new financial year add a description in the alias box, and define the beginning and the end of the year using the calendar popups.

If you need to work on the new year, you will need to log out so you can then log back in by selecting the year you have just created at login stage.

You will not be allowed to select dates which overlap, but be careful not to leave a gap, for instance by starting a year on 1 May by mistake.

You cannot go backwards. When you initially install the system this has a default financial year - do not try to create an earlier year earlier than this. If you wish to backtrack you can do so by editing the dates of the default year, but only if this is the first year you will be working on. You cannot work on year 2 then year 1 then year 3. Make the first year you work on your year 1.

In addition to creating the year, you will have several other items of data to set up in relation to the accounts.

- If you are setting up your first year, you will need some basic data about the previous one.
- If your last year already exists, you will need to transfer some data across.

See [End of Year](#)<sup>171</sup> and [Start of Year](#)<sup>83</sup> for full details.


Note you cannot **Delete** a financial year if it has any data assigned to it. Removing all the data is virtually impossible so only think of Delete being an option before you start using the year in question.

### 3.13 Start of Year

There are four main elements in starting a new financial year:

#### Creating the Financial Year

You will need to establish a new financial year in the accounts by defining the dates and how you wish to describe it.

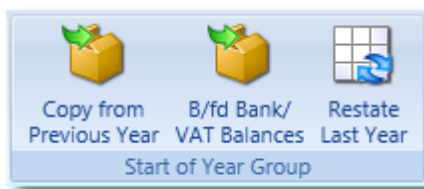
See [Financial Year](#)  in the Setup menu.

Once the year exists, you can log into that year when you logon to Scribe by selecting it from the drop down list of financial years.

**The guidance below assumes you have logged back in and are now working in the new year.**

#### Copying from Year to Year

None of the carry forward functions will be relevant in the first year you are using the system - you will need to create new cost centres and codes initially.  
The guidance below relates to year 2 onwards.



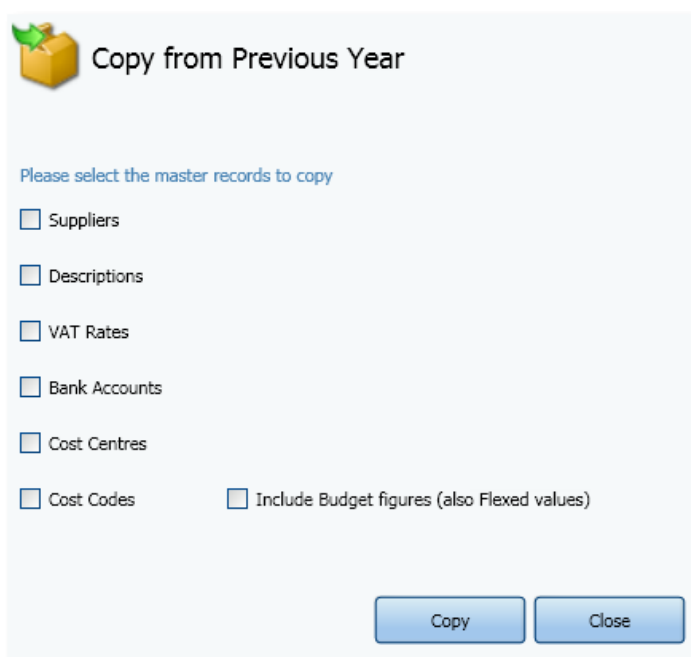
There are two stages to consider, which occur at different times

#### Copying the Structure of the Accounts

You should decide whether the structure of your accounts needs to change at all from the previous year.

Select **Copy from Previous Year** from the Setup Toolbar.

The Start of Year procedures allow you to copy all the structural elements of your data and recreate them in the tables for the new year. (The records are copied and allocated a new Financial Year ID). You do not have to identify the previous year - this will be done automatically.



**Copy from Previous Year**

Please select the master records to copy

☐ Suppliers

☐ Descriptions

☐ VAT Rates

☐ Bank Accounts

☐ Cost Centres

☐ Cost Codes      ☐ Include Budget figures (also Flexed values)

Copy      Close

You can select any or all of the master groups to copy across. Typically you will be doing this well in advance of the start of the year, say in January, when your budget has been agreed. Note that ticking Bank Accounts here does not copy any financial data, just the details of the bank accounts.

When copying Cost Codes you can choose to retain the same **Budget receipts and payments** figures against the codes or whether you would prefer to start from scratch.

Once copied you can edit any as required. This will give you an opportunity to amend the cost centres and codes to be exactly as you need them for the new year. Changing names or adding new ones will not affect how your end of year accounts operate.

Remember you can edit or delete any of these items before you start allocating them to transactions. Because the records are associated with each year, you can delete codes or suppliers for example which you know you will no longer require, even though they are still in use in other years.

**Note:** If you select Cost Codes but have not previously copied Cost Centres, the Cost Centres needed for the selected codes will also be copied, but not any Cost Centres where there are no codes to copy.

If you try to copy a set of master records twice, then where Cost Centres, Codes, Banks or VAT are concerned, the copy process will only create new records where they do not currently exist, i.e. creating duplicates is not permitted as this would interfere with the accounting.

However for Suppliers or Descriptions, you will be advised that records already exist. You may opt to continue, but the consequences may be an untidy set of items to select from later.

The system does allow you to append records because you may have entered some new suppliers or descriptions in the new year before you perform the copy.

## Copying Accounts Figures from the Previous Year

You can bring forward the balances from the end of year in bank accounts etc and also data from the balance sheet records (which you will need to hold as last year's data in 12 months time.)

You can make necessary amendments to this data when required.

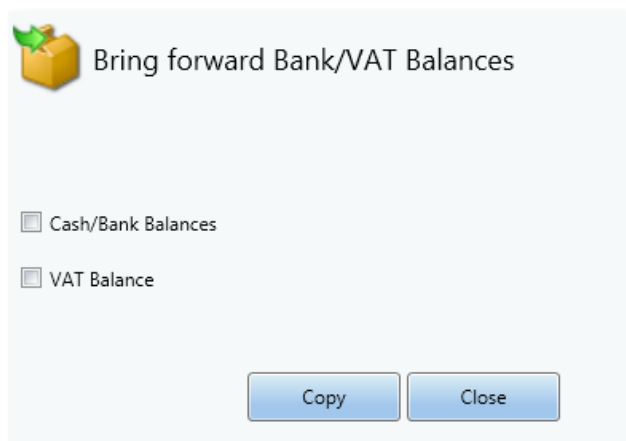
You do not have to have all data available at the same time.

**Typical Practice for the New Financial Year:**

1. Set up the new year in terms of codes and descriptive items well before the end of the previous year, so that you can have the budget in place prior to 1 April.
2. Start using the financial year from 1 April for new transactions and all other purposes.
3. Copy or Add bank balances as soon as you have reconciled the 31 March bank position.
4. Copy or Add the VAT balance as soon as you have completed the bank reconciliation and are certain of a correct end of year VAT position.
5. The balance sheet entries you might not have confirmed until the accounts are finalised in June or July, so these will be copied when you close the accounts


## Bank Accounts and VAT balances

To copy bank account and VAT balances as at 31 March into the new year to become the start of year balances as at 1 April, use the **Carry Forward Bank/VAT Balances** function.



Using this function ensures you will be using the figures already recorded as the end of year balances.

To do this, finish off the year's bank reconciliation and VAT calculations, and then copy the balances. **Make sure you have copied the Bank details first.**

You can amend them later if found necessary using the Setup menu. See [Starting Balances](#)  for further details.

You can also create brand new bank accounts if you wish, but you will then have to manually insert the correct balances for each.

Technically it would be almost impossible to have new bank accounts on the 1 April which did not exist on 31 March. If you amend your banking arrangements, whenever that occurs, you should add new bank details at the correct time and then record a transfer from the old bank to the new one.

### Balance Sheet and Other End-of-Year Data

To copy Balance Sheet (and Annual Return) data into the new year from the old one, this will be done automatically for you when you use the **Close Accounts** function when logged in to the previous year.

If you need to restate the end of year figures, you can do so in the new year rather than go back and re-open the previous year's accounts. This should be very rare.

The same process is however used to include last year's data for first time users.

See [Last Year's Accounts](#)<sup>[189]</sup> for further details.

---

- Remember that you **PULL** codes, budgets, bank balances into the current year from the last year. You log in to the new year to do this.
  - Remember that you **PUSH** balance sheet and annual return data from the old year into the next year. You log in to the old year to do this.
-

**Part**

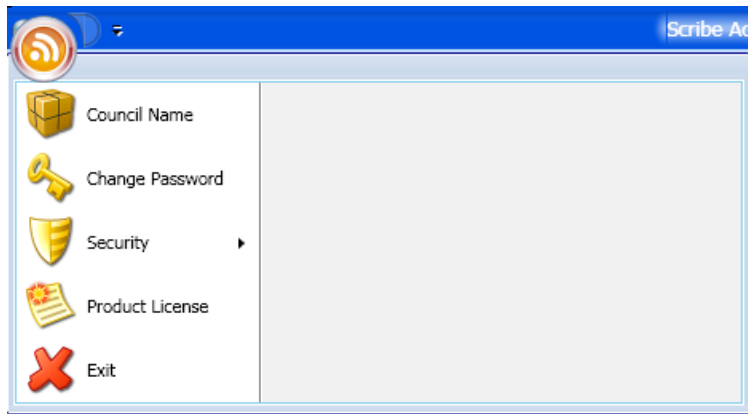
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**IV**

## 4 Utilities



Click on the **Utilities** button in the corner of the screen to access this menu. This presents a drop down selection, in a similar way to Microsoft Word etc



These Utilities are more concerned with the operation of the programs rather than the accounts.

**Council Name** <sup>88</sup> allows the Council's details (as seen on reports) to be setup or amended.

**Change Password** <sup>89</sup> allows users to change their own login password.

**Security** <sup>91</sup> allows you to take a Backup of the database, and to Restore from that backup if necessary (for example if you have a new computer).

**Product Licence** <sup>90</sup> allows you to type in the licence key given to you by Scribe 2000. You can check your current licence expiry date at any time.

**Exit** closes the application. This is the best way to close down the program.

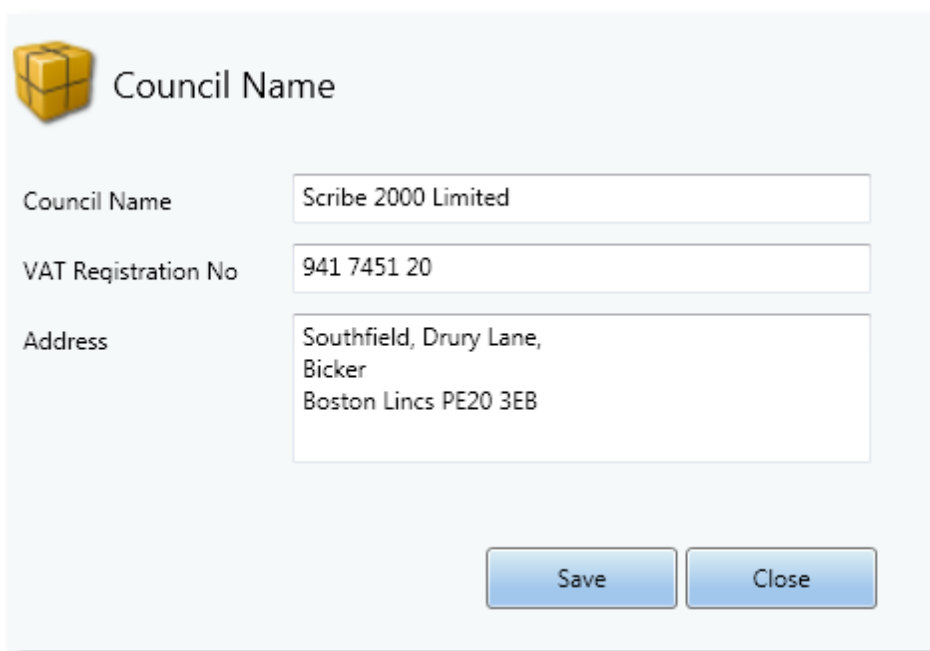
Technical Note: If you find that you cannot access the Security menu items, which demand a separate connection to the database, this means that you do not have sufficient 'write' permissions in Windows. Check that your Windows user is set at an Administrator level. You can select 'Run as Administrator' to overcome a problem if it arises but will need to examine what settings exist on your PC and Windows Account.

---

### 4.1 Council name

Select the **Utilities** <sup>88</sup> menu and click on Council Name





**Council Name**

Council Name Scribe 2000 Limited

VAT Registration No 941 7451 20

Address Southfield, Drury Lane,  
Bicker  
Boston Lincs PE20 3EB

Save Close

This dialogue allows the Council's title to be setup or amended.  
This is what will appear on all your reports. You can change it at any time.

Type in the title of the Council as you would wish it to appear, and click **Save**.

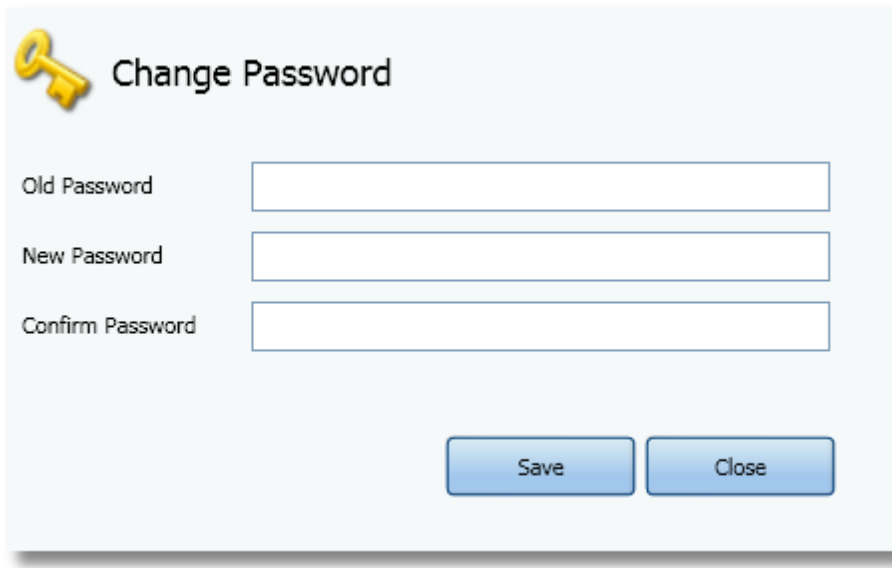
If you have a VAT Registration number, include it here so that it will appear on any invoices.

If you enter address details, these will appear on purchase orders and invoices in the layout you enter them here, in case you wish to use these instead of headed paper or logos. You can turn those on or off under [Print settings](#) <sup>158</sup>.

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## 4.2 Change Password

Select the [Utilities](#) <sup>88</sup> menu and click on Change Password



A dialog box titled "Change Password" with a yellow key icon. It contains three text input fields labeled "Old Password", "New Password", and "Confirm Password". At the bottom right are two buttons: "Save" and "Close".

All users have the ability to change their own login password.

---

## 4.3 Product Licence Key

Select the [Utilities](#) menu and click on **Product Licence**.

Note this form is also presented to you immediately after installation. (A default date will exist initially which will need extending by typing in the code supplied)



A dialog box titled "Product License" with a yellow notepad icon. It displays "Current License Expires on: 01-Aug-2010". Below this is a text input field labeled "License Key". At the bottom left is a checkbox labeled "I accept [Terms and Conditions](#)". At the bottom right are two buttons: "Update" and "Close".

This screen displays your current licence expiry date.

Make sure you renew your licence in good time because once the date shown on here has been passed, access to the system will be denied immediately. There is no period of grace beyond the date displayed.

Invoices are normally sent to you about 2 months prior to licence expiry so if you have not received any renewal invitation from Scribe 2000 a month prior to this expiry date, please contact us.

To extend the licence period, just key in exactly the sequence of characters given to you, and click on **Update**.

Your licence will be immediately extended.

Note this code is case sensitive and may contain other characters. If you cannot successfully type in the code, ask us for an email containing the code so you can cut and paste the code into the box.

Tick the checkbox to accept the Scribe 2000 Terms and Conditions. Click the link to the website to read these in full. Note that the T&C may have had minor amendments since the last time you accepted them.

Keep the licence key safe, and if received electronically you should also print it out and retain it. You may need to re-enter the key if you are reinstalling for any reason, for instance on a new PC or if you receive an updated version of the program.

Note that if you have more than one Council, you will need to enter the licence code into each one, as the licence expiry is held as part of each separate 'Council' database.

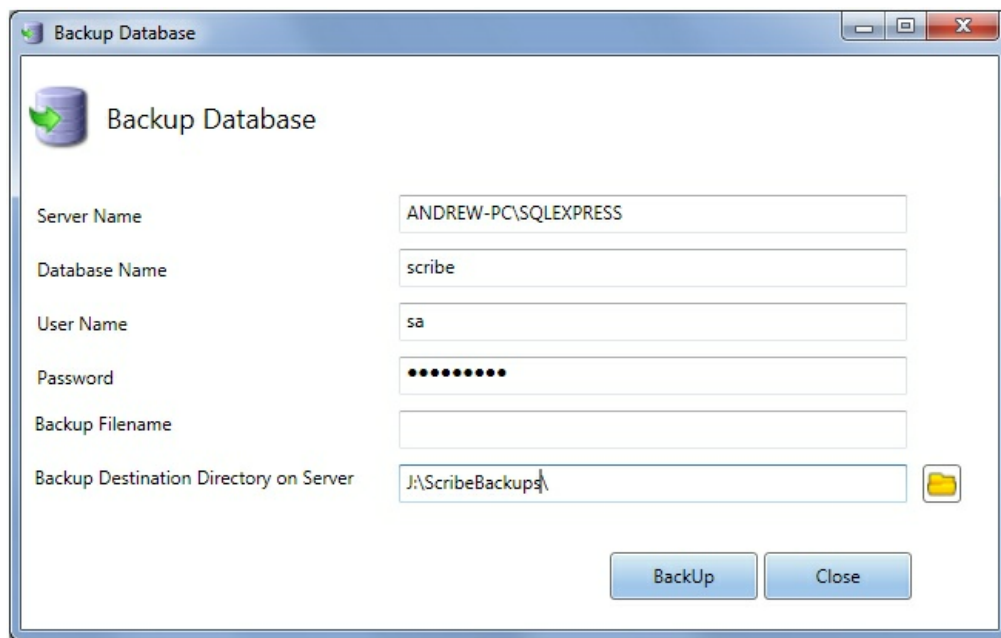
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## 4.4 Backup and Restore

Select the [Utilities](#)  menu and click on **Security**. You will then have two options in a sub-menu

### Backup

This is intended as the means of taking a full security copy of the Scribe Accounts data. It is recommended that this backup process is done at least monthly, and irrespective of any other backup processes you operate for the PC or the total networked resources.



The process copies everything in the Scribe database, not just the current year's data, so it doesn't matter which year you happen to be logged into when you perform the backup.

As this security process is working directly on SQL Server you must use state the server, database and your logins which you used to create the council database.

**Examples:**

Server Name: OfficeDell\SQLEXPRESS

Database Name: scribe

User Name: sa

Password: \*\*\*\*\*

By default the server name, database and users details will be already entered in the boxes for the current logged on connection, so all you have to do is provide a destination.

However you can over-type the details in order to select a different database if you wish - you do not have to be logged in to the one you wish to backup.

You can select any of the databases, if you have more than one, and this can be the one you are logged on to or another one.

You can run the backup from any connected PC.

The destination location for the backup must be on a local drive on the server or server PC.

Enter a filename for the backup (eg scribeapril)

Enter the folder path for the backup (eg D:\Temp\Backups\ )

Instead of typing this in you can use the browse button to navigate to the folder you wish to use, and if necessary you can create a new folder. This approach will avoid mistakes when typing in a long path

In this example you would create a file called scribeapril.bak in D:\Temp\Backups\

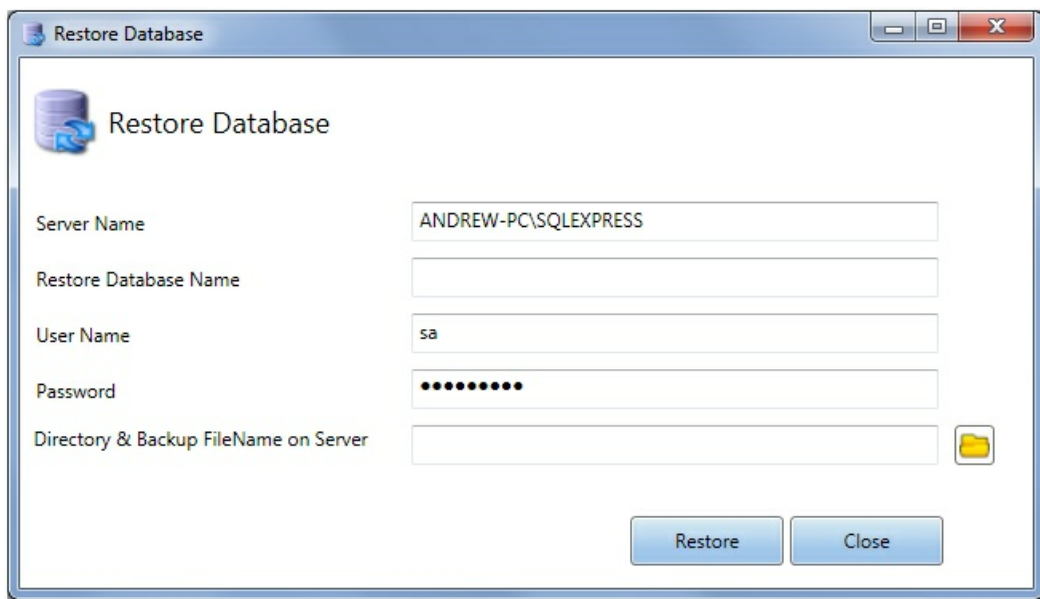
It is recommended that you maintain a backup regime somewhere on a separate drive or external media,

to protect you against loss of the server. If you wish to backup direct to external media you must ensure that this is in a drive on the server, even if you are running the backup from a different PC. You can create a temporary folder from which to burn a CD later if you wish. Alternatively you can take a complete backup onto say a pen drive plugged in to a USB port on the server.

If you have any difficulties backing up directly to a USB stick try backing up to a folder on Drive C first, then copying the resulting .BAK file to the stick. Sometimes USB drives seem to work at a different speed which may interfere with the process.

## Restore

**Restore** brings back the data in the reverse operation.



Enter the full connection details as described above.

The 'Restore Database Name' will be the name of the database (eg scribe) which you wish to recreate. Note this process will completely overwrite any database of that name.

This is the reason that no details are pre-filled. It would be too easy to click and overwrite data without thinking, so the system obliges you to consciously enter the details.

To locate the backup file state the full path (including the full filename and extension) eg D:\Temp\Backups\scribeapril.bak. Alternatively you can use the browse button to navigate to the backup file and select it.

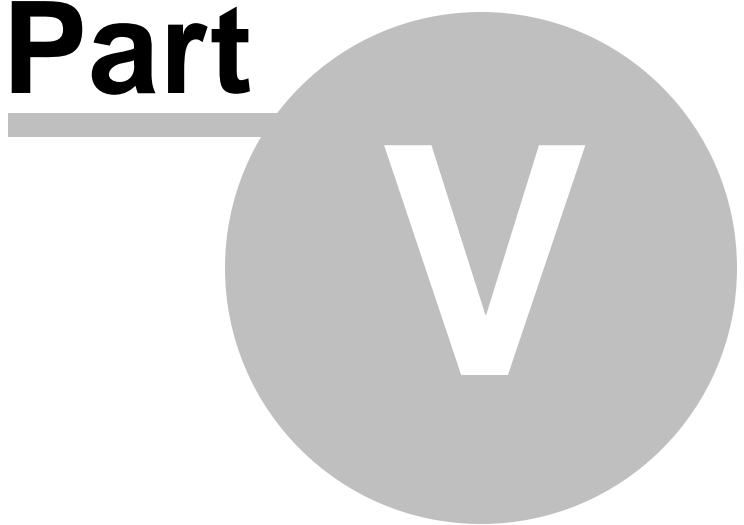
Only use **Restore** as part of disaster recovery, or if you are reloading data into a new PC or notebook which is not connected to the same network as the original PC.

Although the Restore can create a new database, the recommended approach is to create a new database using 'Create Council', log onto that new 'Council', then restore your data into that new empty database. That way you can't make any mistakes about where the data is to go.

**See Also :** [FAQ Tutorial](#) <sup>22</sup> relating to using Backup/Restore for transferring data to a new computer

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**Part**



## 5 Transactions

These transaction screens are the primary means of entering new records on a day to day basis.

In a Receipts and Payments Accounting system, the transactions are recorded when the actual receipt or payment is made, ie a payment is when you pay the cheque not when you receive the invoice.

Click here for [Definitions](#) <sup>102</sup>

Do not use the Payments or Receipts screen for transfers to or from the bank (See [Transfers](#) <sup>133</sup> between accounts)

### Transactions Toolbar



### Transactions

Payment and Receipt are the key data entry screens.

[Payment](#) <sup>97</sup> is the day-to-day entry of a payment, for instance when you send a cheque to a supplier  
[Receipt](#) <sup>97</sup> is the day-to-day entry for when the Council receives money.

[Split Record](#) <sup>111</sup> allows you to split an entry you have already made, for instance where an invoice covers more than one item and different VAT rates apply to the different items on the invoice. Your initial entry should relate to the actual invoice and cheque, so that the totals and effect on the bank balance is correctly captured, and then you can split it according to the details.

### Regular Charges

[Regular Payments](#) <sup>114</sup> allows you to set up an entry which you will need to use regularly, for instance monthly insurance premiums

[Regular Receipts](#) <sup>114</sup> allows you to set up an entry for repeated receipts, for instance quarterly fees received.

[Apply](#) <sup>115</sup> allows you to select one of the regular charges and convert it into an actual receipt or payment. This can be done whenever the charge is due and does not have to be done on any fixed timescale.

### Journals

Look in the detailed sections to get a clear distinction between the different methods.



**Code Transfer**<sup>[122]</sup> allows transfer from one code to another. It does not have to relate to any specific transaction, but is available so that activity and budgets can better correspond. This is a shift of money not a change in the budget.

**One to Many**<sup>[124]</sup> is a multiple version of Code Transfer. Your budget would normally have been designed to be related to services provided. This option exists for the purposes of reallocating existing receipts or payments into other codes so that the cost of the service provided is more accurately represented. Examples would be salaries on the payment side and precept on the receipts side.

**VAT/Code Corrections**<sup>[119]</sup> provides a journal to correct a previous entry with the provision of an audit trail. It includes corrections to codes or to the VAT rate, and should particularly be used for VAT corrections if the original entry has already been processed through a VAT return.

## Orders/Invoices

These options provide an early record in advance of the payment or receipt, in case you wish to print documents to send out. At that point it is not an actual receipt or a payment. The data entry can then be converted into an actual record in the accounts when the money changes hands.

**Purchase Orders**<sup>[127]</sup> allows you to record data in advance of a payment and print an order to send to the supplier. When you come to pay the supplier you can convert the record into a payment without having to re-enter it.

**Sales Invoice**<sup>[127]</sup> allows you to record data in advance of a receipt and print an order to send to the customer. When the customer pays you, you can convert the record into a receipt without having to re-enter it.

**Remittance Advice**<sup>[130]</sup> is a report which produces advice notes to accompany cheques being sent to suppliers. You can also create electronic versions for emailing.

## 5.1 Making a Payment (or Receipt)



Every transaction must be identified as being either a receipt or a payment. Select the appropriate button to display the data entry screen.

(The examples below all deal with Payments, but the same principles apply almost exactly for Receipts)

First, the record must be defined as affecting the bank balance or the cash balance. (See [Definitions](#)<sup>[102]</sup>) Select either the **Cheque** button or the **Cash** button at the top of the screen.

The **Voucher ID** will be entered automatically and is system generated. You cannot edit this number. The number displayed will be the next available number, but this will only actually be used when the record is saved. If you exit without saving, the ID will remain available for the next entry. You should record the Voucher ID on your associated paper documents eg purchase invoices. [If another networked user happens to use that number before you save the record you are working on, a message will advise that the ID had to be changed.]

The **Date** will be today's date unless you change it. Click on the calendar to select another one. The date must be within the financial year you are working on.

Type in the **Description** of the goods or service, and the name of the **Supplier** or **Customer**. If these are new entries you must save the details. Always look to see whether a supplier or customer exists in the list before you type in a new one.

Click the down arrow to get a selection list and use the scroll bars to locate the item.

Alternatively start typing the name if you know it exists, and press TAB when you see the one you want. For example if you have two suppliers called Smith and Smyth, type 'Sm' will show you Smith, and if you continue adding characters to 'Smy' it will show Smyth.

These processes work equally with Description and Supplier/Customer.

Note if you add a new supplier during the transaction entry stage, you will only be recording the name of the person or company. to record their full details you will need to use the **Setup** menu and select **Suppliers**. This will be particularly important if you need full addresses to be included on printed orders or invoices, or if you wish to claim back VAT where you will need the VAT reg no of the supplier.

## Selecting the Cost Centre and Code

Select the Cost Centre from the list, using the down arrow.

Alternatively start typing and it will present you with the title eg if you have a Cost Centre called Administration just type A to see Administration displayed, and press TAB to move on

To select the Cost Code there are 3 ways of doing this.

1. Type in the code number if you know it.
2. Use the down arrow to select from the full list.
3. Double click to bring up a selection box.

This will display the full list, and you can also narrow the list by selecting the cost centre.

If you have an extremely long list you can also search the list using the search box.

Highlight the code and click on the Select button to place it into the transaction form.

If you are unsure of the cost centre, you can leave that blank and then look up the code using this search screen, looking at each cost centre in turn. Once selected, both the cost centre and code will be returned to the transaction form.

Code ID	CodeTitle
1	Salary
2	Office equipment
6	Supplies

Check the **Section 137** box if you wish to flag the transaction as being paid under the provisions of Section 137, the Power of Wellbeing, or the General Power of Competence. You can also have a separate S137 cost centre or code, but this flag allows you to have S137 expenditure in a variety of service budgets.

If you do use this flag, you should tick all such transactions, even if they are put in a separate code, as you can then do a report which will capture all of them.

If however you are required to show Section 137 spending in a summary report based on codes, then you must use a code to record all such expenditure and not rely on this checkbox.

## Other Details

The **Cashed** box relates to bank reconciliation and shows whether the item has been 'cashed', ie presented through the bank and showing on a bank statement. It should not normally be entered at the

time of a new transaction, and therefore the tickbox is only available in edit mode, not when creating a new record. (Note if you do tick this box on the transaction screen it will set the cashed date to 'today's date' See [Bank Reconciliation](#)<sup>[138]</sup> for further details about cashed dates). The box is more usually used later to undo a cashed status entered in error by unticking the box.

The **Notes** box is available for any text you wish to add for your own purposes. It will not normally appear on reports, but you can use it within the Search function. You can change a print Setting to include the notes on certain reports such as the draft payments or cheque lists. This is so you can add explanations to members when approving payments. You should decide in advance whether the notes are to be public in this way or kept for your own purposes. They will not appear in any other reports other than those two.

The **Cheque number** should be entered if known. For a receipt, the receipt number should be recorded if one is issued, which should always be the case with cash receipts. See [Definitions](#)<sup>[102]</sup> for further details.

Note that if you are entering a batch of cheques, you can use the function key F1 to show the previous number used so you can change it to the next number.

The **Net Banking** checkbox allows you to flag up transactions which are being paid electronically. You will then be able to select a different batch of numbers when you produce remittance advice notes and a separate 'cheque list'

**Minute Ref** , **Order/Invoice No** and **Invoice Date** are optional items.

- **Minute ref** can be used to track a spending decision back to its authorisation at a meeting.
- **Order/Invoice No** is the Councils reference and will be pulled through if you have first created a Purchase Order or Sales Invoice and converted this into an actual payment or receipt. You can also type one in directly here.
- **Invoice Date** refers to the date of the VAT invoice issued by your supplier. It is required on some VAT refund claim forms such as VAT Form 126. Click on the calendar to select a date if required. Note this is nothing to do with sales invoices which you have issued yourself.

A **Bank account** must be selected. Every transaction must be allocated to a bank account (or cash).

A **VAT** code must be selected, for instance Standard Rate. See [VAT Rates](#)<sup>[73]</sup> for further details about setting the rates and where these may later be used.

Note that Bank and VAT selections will be persisted from one transaction entry to the next, to save time, as often these will not need changing (for instance when typically using your current account and standard rated items).

## Entering the Amounts

Enter the **Net** amount, excluding any VAT.

The **VAT** element will be calculated (based on the rate you selected) and displayed so that you can check it against the total on the suppliers invoice. (You may see a popup box asking if you wish to recalculate VAT. Normally reply Yes.)

Sometime you will need to enter a wholly VAT transaction, such as a refund of VAT from H M Revenue and Customs. See [VAT transactions](#)<sup>[116]</sup>.

The **Total** will be calculated. Check that it matches the invoice total.

If some items are not charged VAT, for instance if carriage is at a different VAT rate to the items purchased, you can edit the values in any of the three boxes, before you save the record. Sometimes the VAT value may be rounded differently by the supplier, so be 1p out. Make sure the entry corresponds to the invoice.

If you amend the Net value after the calculation has been done, a message will popup asking if you wish to recalculate VAT. If you answer Yes, the VAT will be recalculated based on the VAT type. You can still amend the individual values.

### Changing the way VAT is calculated

The above is the default method.

If you prefer you can change the VAT Calculation function so that you enter the **Total** amount first, and have **VAT** calculated from that to give the **Net** value.

Set the Calculation method in the Setup menu under [VAT Rates](#).

When you have changed it, you will see on the transaction screen that if you select a relevant VAT type eg Standard, the boxes will appear in a different order.

VAT Type	S: Standard
Total	120.00
VAT	20.00
Net	100.00

You always fill in the top box first (unless it is a VAT refund)

If you amend the Total value after the calculation has been done, a message will popup asking if you wish to recalculate VAT. If you answer Yes, the VAT will be recalculated based on the VAT type. You can still amend the values before saving.

### Save the Record

	New	Save	Save & Repeat	Edit
Previous	Next	Search	Delete	Close

Click on the **Save** button to save the transaction record.

**Save and Repeat** saves the first record, but keeps the details on screen so you can use them in the next transaction. You may be issuing rent invoices to several customers or entering several payments to the same supplier but on different codes. The accumulated total of all the records (apart from the current one) will be displayed if you keep using this button.

Sometimes not all the buttons will be enabled, depending on what you have been doing.

Click **New** to clear the screen and start with a new record.

Click **Edit** to be able to amend the record displayed.

Take care that you don't inadvertently edit the last transaction entry by typing over it, when you are intending to add a new one. Having to click **Edit** to take control of the screen before saving is a precaution against this. Always click **New** for a new entry - it doesn't matter if you click **New** too many times as it won't increment the Voucher no unnecessarily.

Click **Delete** (after you have clicked Edit to take control of the record) to remove the record entirely.

Never **Delete** a record unless you have to, as this is not best practice and will create a gap in the sequence of voucher numbers which you will have to explain to the auditor.

If you make a mistake, it is better to use **Edit**, and even then it is preferable to use the **Journal** function to record the changes if they are anything other than minor typing errors.

If you feel you need to remove an entry, consider amending the values to zero, and adding an explanation in the **Notes** section. This will then maintain the sequence of voucher numbers.

When finished click on **Close** to exit the screen.

Use **Previous** to skip backwards through the entries you have already made. By default the last record saved will be displayed when you go into the transactions screen, and you can click **Previous** as many times as you wish to look at existing records where you do not need to use the Search facility. This is particularly useful if you have been interrupted and are not sure how many records you have entered.

Note that once you have performed another function the **Previous** button will be disabled - it only applies when you first go into the transaction screen.

### Using Search to locate an existing entry

To avoid having to scroll through long lists of transactions, a search function will enable you to find a previous transaction quickly.

Sorting the search results grid into a particular order is a good way to flush out any incorrect entries you may have made.

See [Search](#) <sup>104</sup>

### Using an Existing Purchase Order or Sales Invoice to create a transaction

Start with the [Order or Invoice](#) <sup>127</sup>.

Search on those to locate the one you need and then 'Send' that to the transaction. This will delete the original order/invoice and create an actual receipt or payment transaction which matches it

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## 5.2 Definitions

### Definitions and terminology

**Cheques** are taken for the purposes of the accounts as having been paid into or out of the bank account.

There is no separate record of cheques received but not banked, and the date you pay cheques into the bank is not recorded. If you send a cheque in the post treat the day you post it as the date of the payment, not the date it was signed or the date it may be received. Do not wait for cheques to be paid in and cleared as the timing of this cannot be predicted.

'Cheques' includes transactions made directly into the bank account, such as charges or interest or any routine payments made by direct debit. The term also covers electronic transactions (Internet banking, BACS etc). It therefore covers all receipts and payments of the Council made to or from the bank account. It does NOT include paying in cash to the bank when you have received it as 'cash', or cashing a cheque to add to petty cash.

Every cheque you issue must have at least one transaction record entered against it.

Bank charges etc should be entered as soon as they are seen on the bank statement.

**What about draft payments?** If you wish to enter transactions prior to a meeting in order to obtain approval of members to a list of cheques, for example, you can enter them into the accounts early. You should enter the date for the transaction as the date you intend to send out the cheques. You must be careful that any payments not authorised are removed or amended, and that any changes from your drafts are recorded. Be particularly careful if you are close to the end of the financial year, as the transactions must be recorded in the year they are made, ie the year they are sent out not the year they are authorised.

**Cash** means notes and coins, including petty cash. Cash is assumed to have NOT been paid into the bank.

For cash the date should be the date the money changes hands.

Small routine transactions could be aggregated and entered as a weekly total provided only cash is involved and provided you have adequate supporting documentation (receipt books etc)

Note that 'Cash in hand' in an accountancy sense might include cheques received but not banked - we do not mean that here. 'Cash in hand' is also used at the end of year to include Bank balances. For day-to-day purposes, treat cash in the normal sense of notes and coins

**Transfers** mean the movement of money between the Council's accounts. This can be between bank accounts or between bank and cash. So when you pay cash into the bank this counts as a transfer, and similarly when you use a cheque to draw out some petty cash. That cheque is NOT a payment, as the money still belongs to the Council. You will need to record transactions when you make the actual payments.

### What details should be recorded?

A voucher number will be generated automatically. This ensures there is no gap in the sequence of numbers.

The date is essential, and this should be recorded on the basis described above.

Enter all the other details of the transaction. Some details are required fields, some are optional but will provide better information later.

These include

- Cheque number - this is needed to cross reference the accounts to the chequebook, and also to produce a list of cheques for approval.
- On receipts this will be a receipt number if issued. You can also use this to record the paying in book number to help when it comes to reconciling the bank statement
- Minute reference - this cross references the minute which authorised the expenditure
- Order/Invoice No - this assists when making payments. Remember this is normally the Councils reference, not the Supplier's reference, but you can use it for either.

Other details may be recorded if you use the purchase order, including the Council's order no automatically generated, and the Supplier reference number (either the reference number of the supplier in the accounts, or the account number which the Council has with the supplier)

## VAT

Remember that VAT does not form part of the actual receipts or payments of the Council, but does need to be accounted for.

In the accounts, VAT is processed automatically, so you do not have to set up a code for it. You will always be working with Net figures when it comes to comparing with your budget estimates.

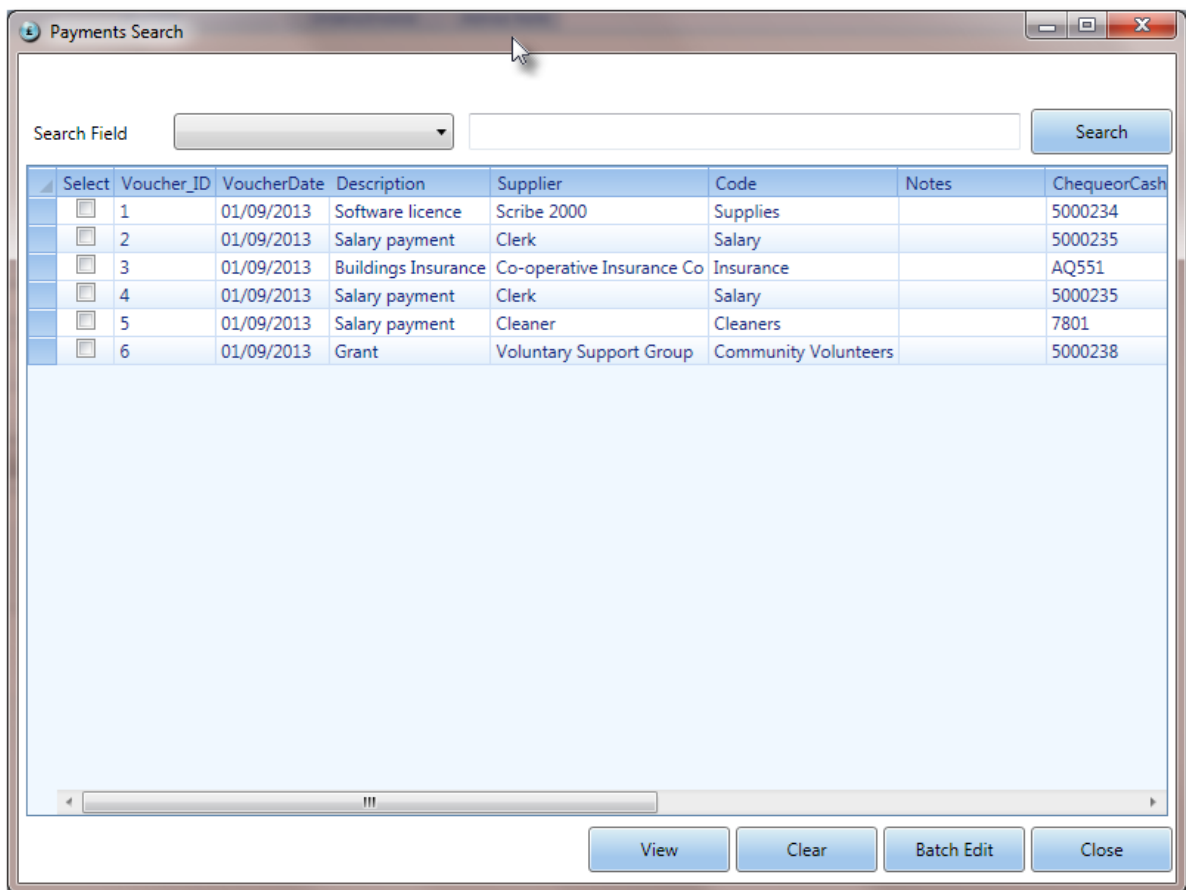
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## 5.3 Search

To locate an existing transaction, click on the **Search** button on the Payment or Receipt screen. You may also find this useful if you want to create a list to view but don't need a printed report.

The entire list of transactions in the table will be displayed initially.



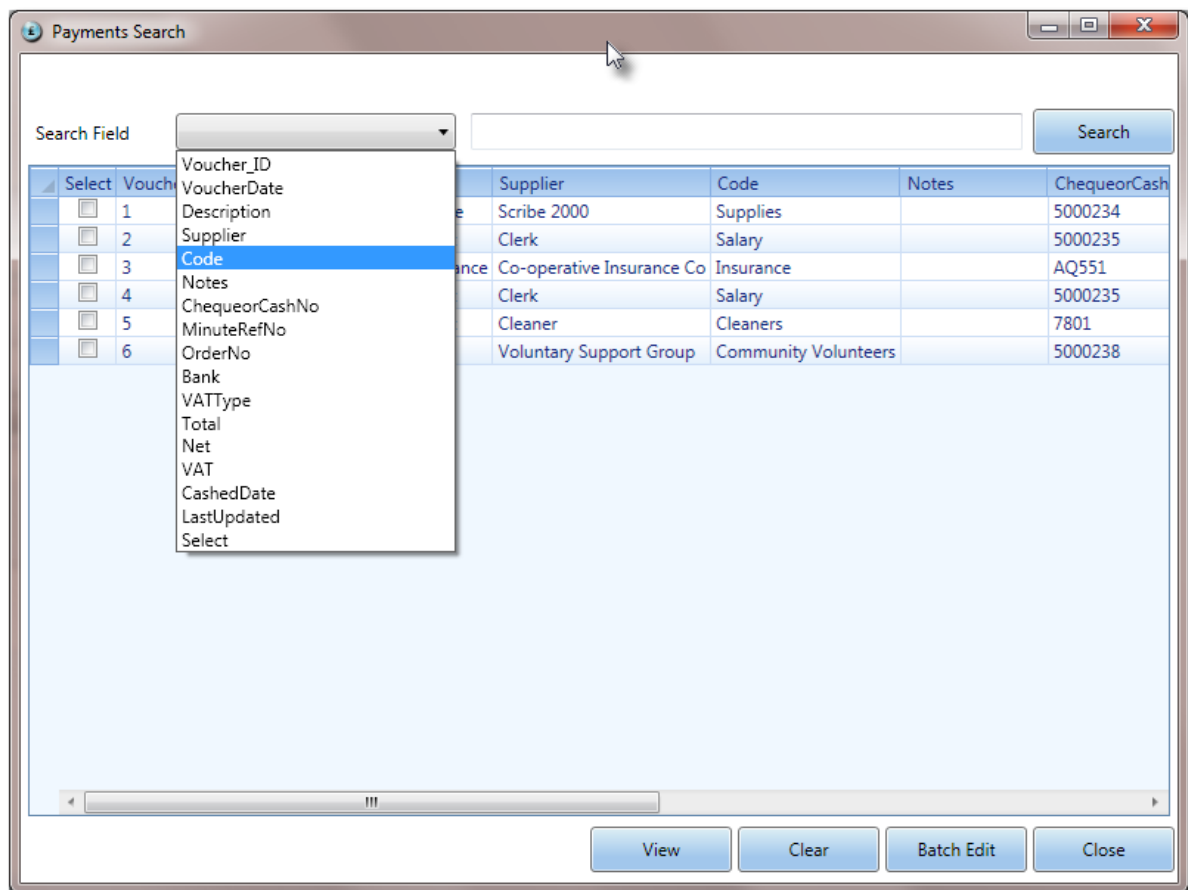


Select	Voucher_ID	VoucherDate	Description	Supplier	Code	Notes	ChequeorCash
<input type="checkbox"/>	1	01/09/2013	Software licence	Scribe 2000	Supplies		5000234
<input type="checkbox"/>	2	01/09/2013	Salary payment	Clerk	Salary		5000235
<input type="checkbox"/>	3	01/09/2013	Buildings Insurance	Co-operative Insurance Co	Insurance		AQ551
<input type="checkbox"/>	4	01/09/2013	Salary payment	Clerk	Salary		5000235
<input type="checkbox"/>	5	01/09/2013	Salary payment	Cleaner	Cleaners		7801
<input type="checkbox"/>	6	01/09/2013	Grant	Voluntary Support Group	Community Volunteers		5000238

You have several ways of arranging the data or searching it.

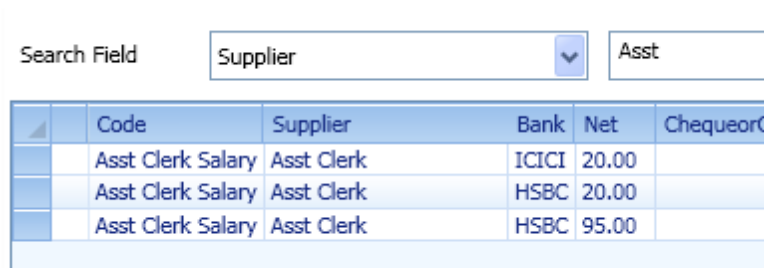
### Using the Search box

Click on the **Search Field** and select from the list the field you would like to search on. This might be the name of a supplier, a particular VAT rate, or an actual value which you know you used for the transaction you are looking for.



Having selected the field, enter the search value. You can also use part of the text eg typing 'sal' will find 'salaries'

Click on **Search** and the selected entries will be displayed in the search results grid.



To look at a specific entry, click on the line to highlight it and then click **View**. Or just double click the line.

The selected record will then be displayed in the full screen display.

### Using the Search Filter

If you select a number of records as shown above, and then click on any one of them, the selected batch of records will be passed to view at full screen, so that you can use the **Previous** and **Next** buttons to skip through the filtered selection. This means you can look through records which do not have consecutive voucher ID numbers, as would be the case if skipping through the transactions as

entered.

This is useful if you wish to edit a record, for example to a known supplier, but are not quite sure which transaction you need until you see it in full.

When restricting your view to the filter set, you have normal edit functions etc, so you can locate and then amend and save the record.

If you click **Search** again, while looking at the filter set, the search results grid will come back showing the filtered results in the search grid, so you can then **Clear** the search and start again if you wish. Alternatively you can simply **Close** the transaction screen.

## Using the Columns

Just click on the header to sort the list, for instance using the **Net** value to sort from lowest to highest,

Click again to reverse the order.

Type	Total	Net	VAT	LastUpdated
npt	20.00	20.00	0.00	01/04/2010
npt	20.00	20.00	0.00	01/04/2010
ford	32.90	28.00	4.90	01/04/2010
ford	32.90	28.00	4.90	01/04/2010
ford	32.90	28.00	4.90	01/04/2010
npt	95.00	95.00	0.00	01/04/2010
npt	100.00	100.00	0.00	01/04/2010
npt	850.00	850.00	0.00	01/04/2010

Click on **Supplier** for an alphabetical list, or use a date column to see everything on chronological order.

	Supplier	Bank	Net	Cheque
Salary	Asst Clerk	ICICI	20.00	
Salary	Asst Clerk	HSBC	20.00	
	Insurance Company Ltd	HSBC	28.00	
	Insurance Company Ltd	HSBC	28.00	
	Insurance Company Ltd	HSBC	28.00	
Salary	Asst Clerk	HSBC	95.00	
	Mr A Jones	HSBC	100.00	123456
	Mr A Jones	HSBC	850.00	123456

Use the **Last Updated** column or the **Cashed Date** column (which do not appear on the main entry screen) if you need to check when you did something or what date has been recorded against a transaction.

<input type="text"/> <input type="button" value="Search"/>							
RouteRefNo	OrderNo	Bank	VATType	Total	Net	VAT	LastUpdated
	1	HSBC	E: Exempt	100.00	100.00	0.00	01/04/2010
		HSBC	E: Exempt	850.00	850.00	0.00	01/04/2010
		HSBC	E: Exempt	95.00	95.00	0.00	01/04/2010
		HSBC	S:Standard	32.90	28.00	4.90	01/04/2010
		ICICI	E: Exempt	20.00	20.00	0.00	01/04/2010
		HSBC	E: Exempt	20.00	20.00	0.00	01/04/2010
		HSBC	S:Standard	32.90	28.00	4.90	01/04/2010
		HSBC	S:Standard	32.90	28.00	4.90	01/04/2010

You can 'drill down' using these methods, for instance by first doing a search on the description, which will display a set of results, then a further search on the value within those results.

**Tip:** You can use the mouse wheel to scroll down a list when in Search mode.

## 5.4 Editing an Existing Record

### Finding the record

Start with either the Payment or Receipt screen.

Click on **Search** 

Click on **View** and the record will be displayed in the main window.

### Editing the record

To edit the record you have located, click on the **Edit** button.

You can amend any part of the entry, except the voucher number.

You are not allowed to change a payment entry into a receipt entry. If you have entered a transaction on the 'wrong side' of the accounts, you will have to zero the incorrect entry, and create a new correct one.

Click on **Save** to save the amended version.

As all the accounts and reports are built up from the transaction records, there is nothing else you have to do. All the information will be based on your latest version of the record.

Be careful if you amend anything to do with VAT, if you have already completed a quarterly return. Check the VAT lists to see if it has been included. If so you should enter an adjustment entry by means of a [Journal](#)<sup>[117]</sup> rather than edit the original one.

## Batch Edits

You may find it easier to enter transaction prior to them being approved, so that you can print a list of payments for approval. If you find you need to change the transaction date, or add a minute number after the meeting, you can do this using a batch edit function. This does not allow you to change values, but you can amend some of the descriptive elements.

See [Batch Edit](#)<sup>[110]</sup> for more details.

## Splitting the Record

Sometimes you need to be more precise with the details than the entry you made initially. This may be because an invoice on which you paid a cheque covers items which should be charged to several codes, or because the VAT rates apply differently to different items.

See [Split Record](#)<sup>[111]</sup> for further details.

## Re-coding the Record

If you have wrongly coded a transaction you should enter a journal, as this will correct the old entry and create a new one, so that you have a full audit trail.

Similarly if you have used an incorrect VAT code, you should use journals to correct this.

See [VAT/Code Corrections](#)<sup>[119]</sup>

## Making Correcting Adjustments

Sometimes you will find that you need to enter a correcting transaction record to remedy historic mistakes. These should be acceptable for audit provided that there is adequate explanation. Use the **Description** box to show it as an Adjustment, and use the **Notes** to enter some further details.

As an example let's say you have received a credit note which cancels out a payment recorded in the accounts for the previous year, or perhaps you find a cheque you have issued is never likely to be cashed. What this means for the accounts is that your last year end balance was actually too low. So you would enter an adjustment in the current year, but rather than entering a receipt, you should enter a negative payment. This cancels out the erroneous payment recorded previously, but does not over-inflate the total receipts or payments. The original entry has probably remained uncashed throughout, so you

can now cash both entries to correct the bank account balances too.

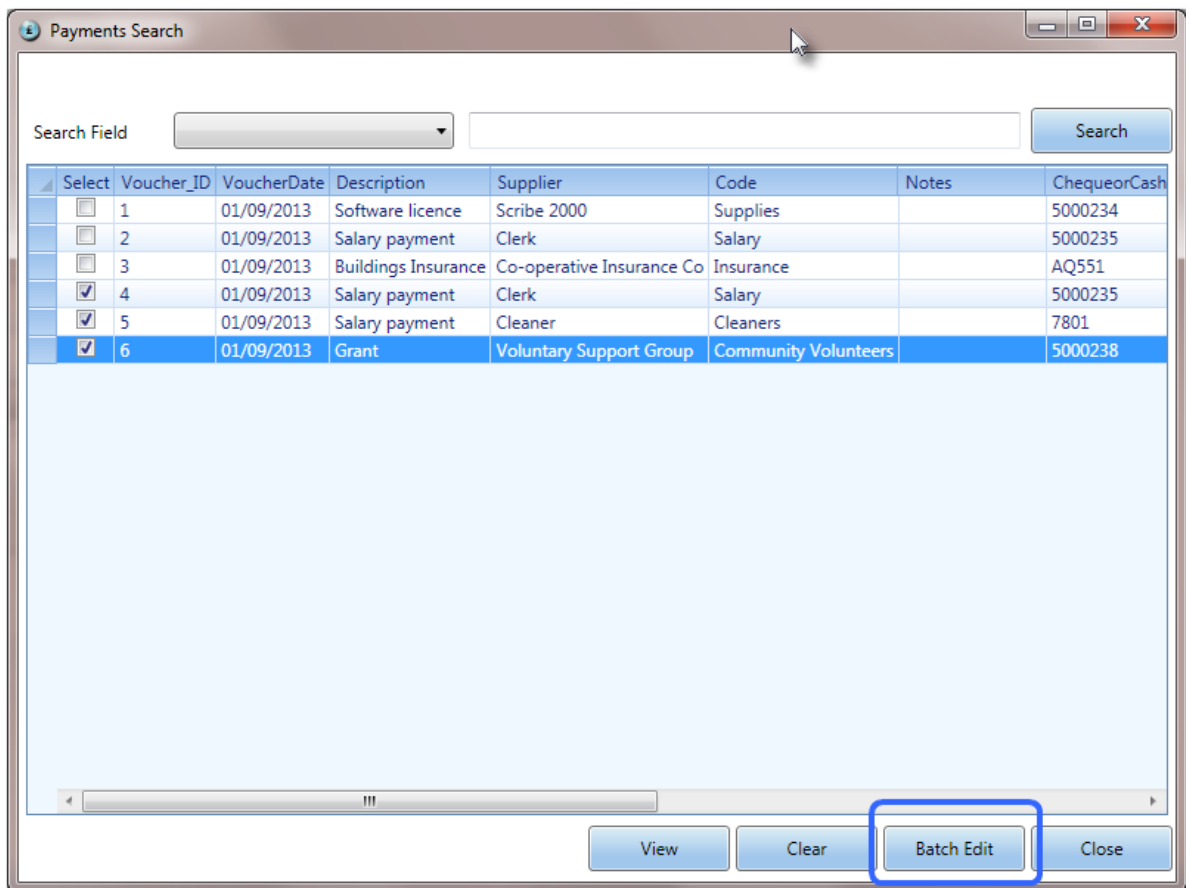
## 5.5 Batch Edit

The batch edit function is provided so that you can go back to a batch of records, typically after a meeting has approved some payments, so you can change the transaction date or add a minute number.

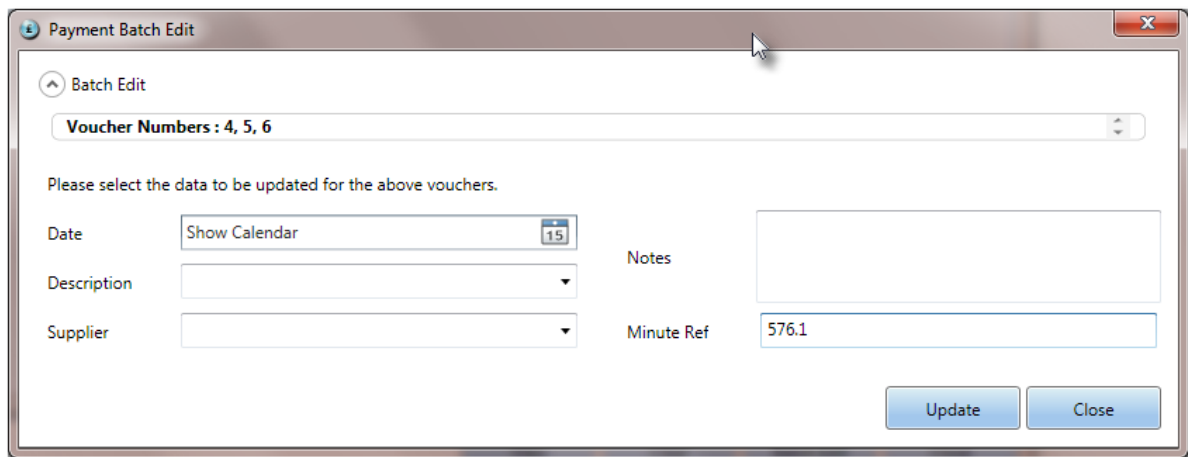
This does not allow you to change values, but you can amend some of the descriptive elements. You will need to select either **Payment** or **Receipt** to go into the normal transaction screen..

Start by going to **Search**, and perform whatever search you need to narrow down the results in the search grid, perhaps by using date as a search parameter, or by sorting into date order and going to the bottom of the list.

Then tick the checkboxes of the records you wish to amend. These do not have to be consecutive records - you can select any you wish.



Once the selection has been made, click on **Batch Edit**.  
The Batch Edit dialogue window will be displayed.



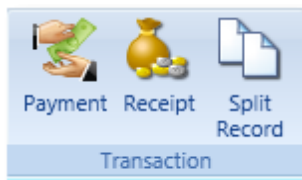
The 'Payment Batch Edit' dialog box is shown. It has a title bar with a close button. Inside, there's a 'Batch Edit' section with a 'Voucher Numbers' field containing '4, 5, 6'. Below this, a message says 'Please select the data to be updated for the above vouchers.' There are four input fields: 'Date' with a 'Show Calendar' button and a date picker showing '15'; 'Description' with a dropdown arrow; 'Supplier' with a dropdown arrow; and 'Minute Ref' with a text field containing '576.1'. There's also a 'Notes' text area. At the bottom right are 'Update' and 'Close' buttons.

You will see the voucher numbers confirmed. Make sure that these are correct as the changes will be applied directly from this dialogue without showing the transaction screens.

Enter any of the fields which are available. These are only descriptive details so that they can be applied to all the selected records.

When ready click on **Update** to save the changes to all the selected transactions.

## 5.6 Splitting an Existing Record



The existing transaction entry can be split, in order to have different VAT codes on elements of the transaction, for example if some items on an invoice are VAT rated and some are not, or because items within the invoice apply to different cost centres. Entering the total as a single record first has the advantage of keeping the bank balances up to date and the cheque transaction fully recorded. The rest is then an internal matter of allocating the elements to the right places in the accounts.

When you click on **Split Record**, you will first see a search screen to locate the original transaction entry. Use this screen in the same way as the normal [Search](#) <sup>104</sup> function, and then click on the **Split** button.

**Split Search**

☒ Payment
 ☐ Receipt

Search Field

Voucher_ID	VoucherDate	Description	Supplier	Code	Notes	ChequeorCashNo	MinuteRefNo	OrderNo	Bank	VATType	Total	Net	VAT
1	29/03/2010	Salary	Mr A Jones	Clerk Salary	This is a temporary	123455		1	HSBC	E: Exempt	100.00	100.00	0.00
2	29/03/2010	Salary	Mr A Jones	Clerk Salary		123456			HSBC	E: Exempt	850.00	850.00	0.00
3	01/03/2010	Salary	Asst Clerk	Asst Clerk Salary					HSBC	E: Exempt	95.00	95.00	0.00
4	29/03/2010	Insurance Premium	Insurance Company Ltd	Insurance					HSBC	S:Standard	32.90	28.00	4.90
5	29/03/2010	Salary	Asst Clerk	Asst Clerk Salary					ICICI	E: Exempt	20.00	20.00	0.00
6	29/03/2010	Salary	Asst Clerk	Asst Clerk Salary					HSBC	E: Exempt	20.00	20.00	0.00
7	08/03/2010	Insurance Premium	Insurance Company Ltd	Insurance					HSBC	S:Standard	32.90	28.00	4.90
8	15/03/2010	Insurance Premium	Insurance Company Ltd	Insurance					HSBC	S:Standard	32.90	28.00	4.90

You will be presented with a screen where you can enter up to 6 elements to make up the original transaction.

These can vary between cost codes, bank accounts, and VAT type as well as splitting the total amount.



**Splitting Voucher**

☒ Payment ☐ Receipt

Voucher No: 2  
Description: Salary  
Supplier: Mr A Jones

How many entries do you require in splitting the record? Minimum:2 Maximum:6 entries

Number of entries: 3

Code:	Description:	Bank:	VatType:	Net:	Vat:	Total:
4	Salary	HSBC	E: Exempt	850.00	0.00	850.00
				0	0	0
				0	0	0

Balance remaining(Must be zero before closing the form.)

0.00      850.00

Vat:0.00      Total:850.00

OK Close

Enter the codes, the VAT codes, and the gross and VAT amounts on each line, until the whole of the original entry values have been utilised. The split will not be accepted if the columns do not balance. You may find it easiest to use TAB to move around this form from field to field.

Number of entries: 3

Code:	Description:	Bank:	VatType:	Net:	Vat:	Total:
5	Office Expenses	HSBC	S:Standard	200.00	35.00	235.00
1	Salary	HSBC	E: Exempt	500.00	0.00	500.00
				0.00	0.00	0.00

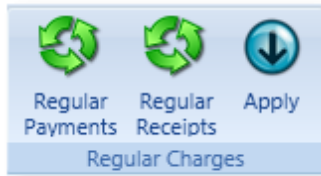
Note that the VAT total must be consistent with the original, and the gross total must be consistent with the original.  
If you need to amend the total amount of VAT you must do an edit or a VAT/Code Correction Journal

first.

When you click OK, extra voucher numbers and transaction records will be created automatically.

---

## 5.7 Regular Payments (or Receipts)



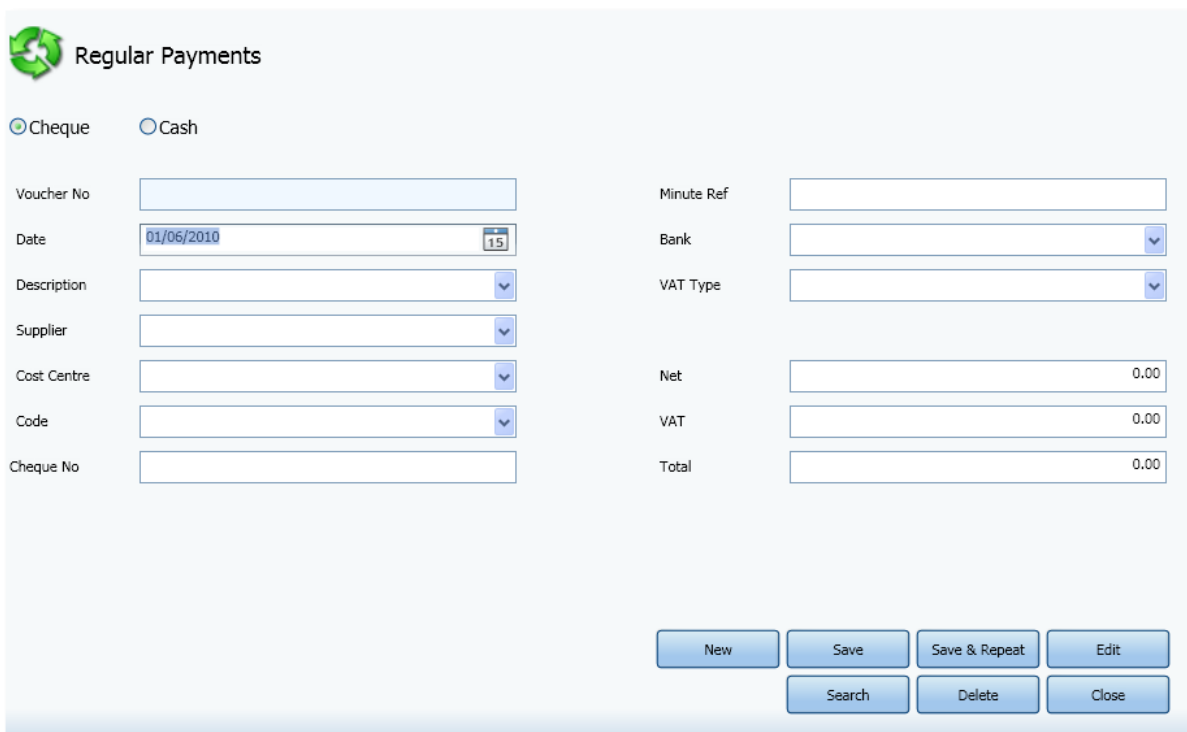
### Setting up Regular Charges

You can enter here any entries you are likely to add to your transaction file on a regular basis. This will avoid repetitive entries and you can apply them whenever you wish. These can be on the payments or receipts side of the accounts.

Click on **Regular Payments** or **Regular Receipts**.

The charges may be weekly, monthly, quarterly, or on a completely *ad hoc* basis. Once set up you can apply them whenever you wish.

Note that the regular payments are not applied automatically. You retain control of the new records



**Regular Payments**

☒ Cheque ☐ Cash

Voucher No:

Date:

Description:

Supplier:

Cost Centre:

Code:

Cheque No:

Minute Ref:

Bank:

VAT Type:

Net:

VAT:

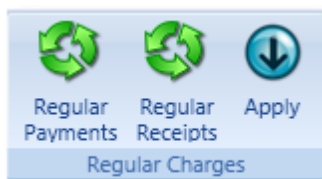
Total:

Once set up the charge can be applied whenever required. See [Applying Regular Charges](#) <sup>[115]</sup>

Most of the functions of the normal data entry screen are present to help set up your regular items lists, including the Search, Edit, Delete etc. These functions are working on the set of regular items, not on the transactions you have created by applying them.

Note that as with transactions you can amend the VAT calculation function so as to start with the Total value first, if you prefer. See details under [Transactions](#) <sup>[97]</sup> or [VAT Rates](#) <sup>[73]</sup>.

## 5.8 Applying Regular Charges



Click on the **Apply** button to select a regular charge and record it as an actual transaction.

You will firstly be presented with a search screen which will display just the regular charges. Select Payment or Receipt to obtain the list you need.

Select	Voucher	Regular Payments	Code	Supplier	Total
<input checked="" type="checkbox"/>	1	Insurance	Salary	PC Ins Co	10.00

Click on **Select All** if you wish to apply all the charges displayed, for instance if they all occur each month.

Alternatively select one or more by checking the relevant check boxes.

Note: make sure you click the record twice when selecting the item - once will highlight it and the second click will tick the box. If the box is not actually ticked the record will not be selected.

Once selection is complete, click on the **Apply** button.

A transaction record will then be created for each of the selected entries. You can access these from the normal Payments or Receipts screens if you wish to add any notes or further details.

The regular charges will continue to appear on the search screen for use next time, unless edited or removed using the [Regular Payments](#)<sup>[114]</sup> or [Regular Receipts](#)<sup>[114]</sup> screens.

## 5.9 VAT Refund

### Entering Payments to or from HMRC

When you make a payment to HMRC, or more typically receive a refund of VAT from HMRC, you will need to make a VAT-only transaction record.

Select a VAT type of '**R: Refund**' which will calculate VAT as 100%. Typically this will be a Receipt

transaction as a refund of VAT is more common. You can if required enter a payment of VAT to HMRC, but still use the R VAT type as this provides for a 100% VAT transaction. See [VAT types](#) <sup>73</sup>

Make sure the VAT amount equals the Total. You will not be allowed to type in the Net box.

You may find this easiest if you have set the R VAT Type to be calculated using the default VAT calculation settings where Net value comes first. Either way always enter a value into the VAT box first when entering a VAT transaction.

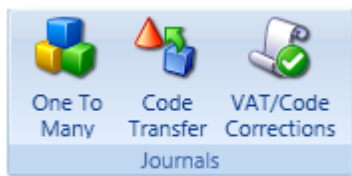
This transaction will therefore update both your VAT account and the bank balances, and when you run the VAT reports again you will see that the transaction has been taken into account. As the net element was zero the record will not affect the accounts of your true receipts and payments.

See Also: [VAT Reports](#) <sup>166</sup>

If you have trouble with your VAT account, check that the Refund VAT rate has been copied correctly from the rates in the default year, or if created has been set up in exactly the same way. To calculate correctly it must be R: Refund (ie R colon space...) and there must only be one such VAT type.

**VAT Adjustment:** If you ever find that you need to correct an old VAT error with a one-off adjustment, remember that VAT is held separately in the accounts and you cannot just add an adjustment as this will also affect your bank figures. You will need to enter a VAT receipt/payment with a zero net figure and VAT type R to correct the VAT. You must also enter a compensating transaction on the opposite side of the accounts, so that the bank balance is not affected by the VAT entry. To do that, you should enter a zero-rated balancing payment to offset the bank account change without negating the adjustment on the VAT account. Describe both transaction entries as 'adjustments' and give details in the notes.

## 5.10 Journals and Code Transfers



Journals are internal accounting functions which allow improved management of your money by making sure business is allocated to the correct codes. This could be to make a correction or to allocate costs between several codes.

Journals allow adjustments to be made and at the same time to keep proper records which create an audit trail. It is preferable to use journals rather than edit original entries, and this is even more important when an error is discovered after a routine report or statement has been produced or after a VAT return

has been submitted. It is not then appropriate to change the original entry, but you do need a way of recording the correction.

**Note:** This is not the same as revising estimates to reflect changing priorities for spending or because your circumstances have changed. To move a budget amount (make a 'virement') between codes, you should edit the budget figures on both codes in question, ie increase one and decrease the other by the same amount.

**See Also :** [FAQ Tutorial](#)<sup>[23]</sup> relating to Journals and Code Transfers

Three kinds of Journal adjustment are covered, which relate to the most common situations:

### VAT/Code Corrections

The first case starts with an existing transaction. This is for example when a transaction has been incorrectly entered as far as the VAT or Cost Code is concerned.

Using this journal system, the original transaction entry will be retained and two further entries will be created, one to cancel out the original and one to replace it. All three will be cross-referenced automatically.

The journal can be used to recalculate and replace the VAT component of the transaction, for instance if the original entry had been coded as exempt when it should have been standard rated.

You can also use this to recode an entry which has been coded incorrectly, and where you wish to show this change not just edit the original. This may occur for instance if the change needs to be made after you have reported the position on code totals.

These corrective journals use the original transaction record and create other records accordingly. They will always balance out the original automatically and provide an audit trail.

See [VAT/Code Corrections](#)<sup>[119]</sup> for further details

### Code Transfer

This option is an internal movement which simply transfers money from one code balance to another. It will be particularly useful if you have decided to keep balances on each code, so you can make a judgement about budget in the light of any balance you have in hand.

Transferred amounts will appear on certain reports which compare actual business against the budget, so that you can see the real (and allocated) costs of the service as well as the transactions coded directly to the code.

See [Code Transfer](#)<sup>[122]</sup> for further details.

### One to Many - Recharging and Reallocation of Costs

This option is a multiple version of the Code Transfer. It can be used to allocate central costs to services. For instance you may purchase all stationery in bulk, initially charging it to an administrative code, and salaries may also be charged to a single code initially.

Subsequently, you can recharge based on actual use to the appropriate codes where the budget for those services, including the budget for their administrative costs, should reside.

It is good practice that budgets and accounts should reflect the true cost of services, so administrative or other central costs need to be allocated to their true location. That way, the costs of running services can be compared. All end of year accounts will take account of such code transfers so that they represent the actual costs of the services.

This sort of recharging is optional - some prefer to keep an Administrative cost centre or a Precept cost centre, and show these with their original transaction values. Others prefer to recharge all such items out to services, leaving the temporary cost centres with zero residual amounts at the end of the year.

See [One to Many](#)<sup>124</sup> for further details.

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### 5.10.1 Journal to Correct VAT or Cost Code

**See Also :** [FAQ Tutorial](#)<sup>23</sup> relating to Journals and Code Transfers

This function exists to correct an error on the cost code or VAT on an existing transaction record.

The process will create one new record to negate the original one and another record to act as the replacement. You will therefore end up with three records, all of which will be cross referenced. the first two will balance out and you will no longer be able to edit them in any way. the third entry as the replacement is the same as any other first time entry, so can be changed again later if necessary.

**VAT/Code Correction**

Select entry against which you wish to make a Journal entry and then Left Double Click on it with the mouse.

Limit Selection if required  
☒ All ☐ Payments ☐ Receipts

Search Field

Voucher_Type	Voucher_ID	VoucherDate	Description	Supplier	Code	Bank	VATType	Tc
Receipt	1	02/05/2010	Precept transfer	Borough Council	Precept	Deposit Accounts	Outside Scope	20
Payment	1	02/05/2010	Salary	Town Clerk	Clerk Salary	Lloyds TSB Current	Exempt	15
Payment	2	02/05/2010	Salary	Temporary Assistant	Assistant Clerk Salary	Lloyds TSB Current	Exempt	95
Payment	3	02/05/2010	New PC	Office Supply Co	Equipment	Deposit Accounts	Standard	29
Payment	4	02/05/2010	New Printer	Office Supply Co	Equipment	Deposit Accounts	Standard	10
Payment	5	02/05/2010	Stamps	Post Office	Printing and Stationery	Cash	Exempt	9.1
Payment	6	02/05/2010	Electricity	E-on	Heating and Lighting	Lloyds TSB Current	Standard	11
Payment	7	02/05/2010	Plumber	Pipeman	Maintenance	Lloyds TSB Current	Standard	58
Payment	8	02/05/2010	Promotional literature	New Town Printers	Printing and Stationery	Lloyds TSB Current	Zero	50

Firstly identify the offending transaction.

Use the radio buttons at the top right to limit the list just to payments or to receipts if you wish.

You can also use the Search box to look for an item in whichever search field you select.

The entries will also sort into alphanumeric sequence if you click on the filed header.

Use the scroll bars below the list to view more of the record, including the amounts of each transaction and the VAT element.

Double click on a record to select it.

Two new transactions will be created in draft, and they will automatically contain cross references.



**VAT/Code Correction**

**Entry you wish to correct**

Payment	Voucher No.	8		
Code	2	Date	29/05/2010	Net 120.00
Description	Printer			VAT 21.00
Supplier	Office Equip Inc			Total 141.00

**It is proposed to make the following two entries**

Payment	Date	01/06/2010		
Code	2		Net	-120.00
Notes	Journal VAT/Code Correction See Voucher 8			VAT -21.00
			Total	-141.00

Payment	Date	01/06/2010		
Code	2		Net	120.00
Notes	Journal VAT/Code Correction See Voucher 8			VAT 21.00
			Total	141.00

VAT Type: S Standard

Save Cancel

When first displayed, there will be no changes to the new record.

You can now make the changes to correct the entry.

Payment	Date	01/06/2010		
Code	2		Net	120.00
Notes	Journal VAT/Code Correction See Voucher 8			VAT 0.00
			Total	120.00

VAT Type: Z Zero

For instance the VAT has been amended in this example. You can also change the code. Make sure the new changes have been applied when you look at the values.

You can add to the Notes if you wish to include more information, but do not remove the Cross reference as this is important for audit trail.

You can change this resulting record further if you wish, and the screen will go into Edit mode in case you wish to change anything else.

When finished, click on **Save**.

Note that you must confirm with **Save** so that the journal entries which you have created will be recorded, so do not just exit this screen because it appears to be correct.

Click on **Close** if you have finished.

When saved, the original and cancelling entries will be flagged as JE (Journal Entry) and you will not be able to edit them again. You can look these up in a special report called Checklist if you need to track down any journals. You can also see the JE column when you do a Search from the main screens.

Note that the latest date which will be applied to a journal entry is 31 March. This is true even if you are entering journals as part of the year end, and you may be doing this in say April or May. The automatic date used for the JE entries will then be 31 March so that they do not interfere with the year end calculations.

This is particularly important for VAT changes, and you must ensure that all journals or other changes to VAT at the year end are done before you make the relevant VAT return for the period ending 31 March.

Note that you can amend the VAT calculation function so as to start with the Total value first, if you prefer. See details under [Transactions](#)<sup>[97]</sup> or [VAT Rates](#)<sup>[73]</sup>.

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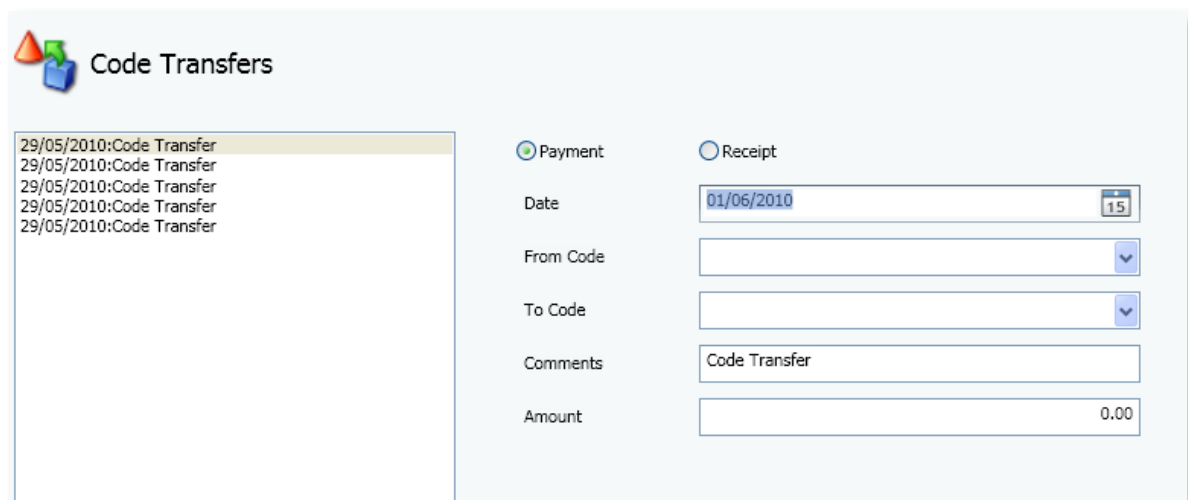
### 5.10.2 Code Transfers

**See Also :** [FAQ Tutorial](#)<sup>[23]</sup> relating to Journals and Code Transfers

Specify the two codes in question, and the amount to be transferred.

In order to make it easier when looking these up later, add a unique description in the **Comments** box  
Click on **Save** to finish.

The result will appear in the list in the left hand pane, and will be available in certain reports.  
The list will be shown in date order, and you can add descriptive comments to suit your own requirements



**Code Transfers**

29/05/2010:Code Transfer  
29/05/2010:Code Transfer  
29/05/2010:Code Transfer  
29/05/2010:Code Transfer  
29/05/2010:Code Transfer

☒ Payment ☐ Receipt

Date: 01/06/2010

From Code: [dropdown]

To Code: [dropdown]

Comments: Code Transfer

Amount: 0.00

The transfer will not create new transactions as you are not making extra receipts or payments. These transfers are not shown as journals because they do not relate to existing transaction records.

Instead what will be created are code transfer records, which you can list out later.

Each transfer must be identified as a transfer of a payment amount or a receipt amount.

These transfers will be applied to the codes when you view them or report on them, so that the reports give a truer indication of the actual business of that service.

Lists will include items showing transfer from Code X to Code Y.

You can produce a list of the code transfers, and can also view the overall position including code transfers as part of the Detailed Cost Centre report.

See [Reports \(Lists\)](#)

**Note:**

A payment transfer will reduce the payments shown against the source (from) code and increase the payments of the destination (to) code.

Similarly a receipt transfer will reduce the receipts shown against the source (from) code and increase the receipts of the destination (to) code.

The transfer does not create a payment on one code and a receipt on the other, as this would affect the receipts and payments accounts of the Council.

Your end of year accounts, including the Annual Return, will be based on true cost of service and will take into account the code transfers.

### Editing a Code Transfer

You cannot edit a transfer, because there is no guarantee that the figures would add up after being edited.

You can however delete one and create another transfer in its place.

The transfers already created by the One-to-Many process can also be seen on the list in left hand pane, so you can view each item and delete if necessary. If you are deleting one item created by a one-to-many transfer, you will probably just wish to add a single Code Transfer in its place.

### 5.10.3 Code One to Many

**See Also :** [FAQ Tutorial](#)<sup>[23]</sup> relating to Journals and Code Transfers

It is good practice that budgets and accounts should reflect the true cost of services, so administrative or other central costs need to be allocated to their true location. That way, the costs of running services can be compared. All end of year accounts will take account of such code transfers so that they represent the actual costs of the services.

The transfer will not create new transactions as you are not making extra receipts or payments. Instead what will be created are code transfer records, which you can list out later.

Each transfer must be identified as a transfer of a payment amount or a receipt amount.

These transfers will be applied to the codes when you view them or report on them, so that the reports give a truer indication of the actual business of that service.

Lists will include items showing transfer from Code X to Code Y. You can produce a list of the code transfers, and can also view the overall position including code transfers as part of the Detailed Cost Centre report. See [Reports](#)<sup>[147]</sup>

**Note:**

A payment transfer will reduce the payments shown against the source (from) code and increase the payments of the destination (to) code.

Similarly a receipt transfer will reduce the receipts shown against the source (from) code and increase the receipts of the destination (to) code.

The transfer does not create a payment on one code and a receipt on the other, as this would affect the receipts and payments accounts of the Council.

This recharge process works as follows.

Select **One to Many** from the Journals group in **Transactions** Toolbar.

**Code One To Many Transfer**

☒ Payment ☐ Receipt

Date: 01/06/2010

From Code: Salary

Comments: Code Transfer

Amount(% or value): 0.00 % OR 0.00

ToCode	Percentage(%)	Amount
	0.00	0.00

Total Balance: 645.00

Alloted (%) : 0.00 % Alloted Amt : 0.00

New Save Close

**Stage 1** - Select a code to be recharged, in other words to transfer from.

This can be a payment code such as salary, or an income code such as fees or sales. If you click the down arrow, you will be presented with the full list of codes. Select the one you need.

**Stage 2** - Choose how much to recharge.

This could be 100%, for instance the Clerk's salary to be charged out completely. Alternatively it might be for a smaller proportion. As an example, you might have Parks staff wages paid out of the Parks code, but you want to recharge 10% of that to a specific code like Best Kept Village or Britain in Bloom.

If you don't know the percentage, you can instead choose a specific amount. For instance out of salary, if you know you want to charge a figure of £500 to another service, then you can just enter the £500.

**Code One To Many Transfer**

☒ Payment ☐ Receipt

Date: 01/06/2010

From Code: Precept grant

Comments: Code Transfer

Amount(% or value): 25.00 % OR 3375

Total Balance: 13500.00

New Save Close

To help determine what to recharge you could look at the **Review Code** report on screen. This will explain the balance currently available. Note that the recharge can only be carried out using the available balance (shown in **red** on the transfer screen), ie based on actual receipts and payments and taking account of any balances allocated out to the code.. You cannot transfer predicted (budgeted) balances. This is perhaps easiest to understand if you consider a precept receipt - the transfer will be available from the total of existing actual receipts on the precept code.

### Stage 3 - Select the codes to charge.

Click in an empty **ToCode** box, and use the down arrow to display the list of codes. Once selected the code will just appear as the code number in the list.

Amount(% or value)  % OR

ToCode	Percentage(%)	Amount
1	10.0	337.50
<input type="text" value=""/>	0.00	0.00
1 Salary		
2 Office equipment		
4 Precept grant		
5 Maintenance contractor		
6 Supplies		
7 Other grants		

Alloted (%) : **10.00** Alloted Amt : **337.50**

### Stage 4 - Select the percentages to recharge.

These might be derived from time recording exercises, or be based on some other criteria such as budget proportions.

For each code, enter the percentage (or again you can enter a specified amount if you prefer).

The percentage required here is the proportion of the selected amount, so if you are recharging 50% of a salary figure, you will still need to allocate 100% of that recharged amount. In the above example 3375 is 25% of the available balance, and the code has been allocated 10% of that figure.

The balance and allocations so far will be shown - you must get this to equal the total in order to proceed.

Note that when you make a transfer the available balance will reduce. So if you have moved 10% of the original and on a later occasion you wish to move another 10% of the original, you will not be able to select '10%' again and have the same figure - you will have to enter the amount instead.

### Stage 5 - Save the changes.

This will not create new transactions as you are not making extra receipts or payments. These transfers are not shown as journals because they do not relate to existing transaction records. Instead what will be created are code transfer records, which you can list out later.

To view the changes in context the best place to see them is on the **Detailed Cost Centre** report, with the Code Transfers turned on. You will see the transfers both in and out appearing in the relevant codes. This will also help explain the values appearing on the summary reports, which will take account of the transfers in order to represent the true cost of service.

### Editing a Code Transfer

You cannot edit a transfer, because there is no guarantee that the figures would add up after being edited.

You can however delete one and create another transfer in its place.

The transfers already created by the One-to-Many process can also be seen on the list in the [Code Transfer](#) <sup>[122]</sup> function, so you can view each item and delete if necessary. If you are deleting one item created by a one-to-many transfer, you will probably just wish to add a single Code Transfer in its place.

## 5.11 Orders and Invoices

It is generally good practice to issue purchase orders and, depending on the volume of your Council's activities, you may also need to produce sales invoices. This facility allows you to produce those documents using the Accounts system if you wish.

If you do, the data entered for those can be transferred to the actual receipts and payments transactions when they take place, thus avoiding duplication of time and effort.

- The purchase orders and sales invoices do not constitute transactions and are not part of the accounts until such time as the actual receipt or payment takes place.
- When converted to an actual transaction the original order or invoice is automatically deleted.
- There are no financial reports based on orders or invoices, as these Accounts are not constructed on an income and expenditure basis for working purposes during the year. However you can list outstanding orders and invoices, to assist with budget control.

Purchase Orders are shown below (on the payments side of the accounts), but Sales Invoices on the receipts side follow a similar process.

**Purchase Orders**

☒ Cheque ☐ Cash

Order No: 1

Date: 31/03/2014

Description:

Supplier:

Cost Centre:

Code:

☐ Send to Payment and Delete Order

DETAILS OF ACCOUNT	AMT

Cheque No:

Minute Ref:

Bank:

VAT Type:

Net: 0.00

VAT: 0.00

Total: 0.00

Print Notes:

Buttons: New, Save, Save & Repeat, Edit, Send Email, View Order, Search, Delete, Close

You will see this is similar to the transaction entry screen.

The **Order No** ID will be entered automatically and is system generated. You cannot edit this number. The number displayed will be the next available number, but this will only actually be used when the record is saved. If you exit without saving, the ID will remain available.

If you delete an order by transferring it to a payment record, the order number will not be released and the next order you create will still have the next new ID in sequence. However if you manually delete the last record because you made a mistake, the next new order will use that number again.

The Order Numbers revert to 1 at the beginning of each financial year.

However you can still locate older orders/invoices at the beginning of the new financial year in order to convert then into new-year transactions when the actual receipt or payment occurs. All outstanding orders/invoices will appear in the **Search** grid, regardless of the year of origin. When viewing a record, the financial year will be displayed on screen for the sake of clarity. The original order number and date will be shown on the printed document.

As unused orders and invoices will remain on the list, you may need to periodically delete any which you know will never be converted into actual transactions.

### Extra Details

You can add **Details of Account** as a list in order to be more descriptive than a typical payment entry. You can therefore include item reference or catalogue numbers etc. This list can have values against each item. Make sure you click in each line in order to enter the details.



The totals of these items must add up to the Net value which you add into the main record (but it will not be calculated for you). If no individual items are entered a summary line will be printed on the document, taken from the overall description of the transaction.

There is a **Print Notes** section which you can use to insert Delivery or Payment instructions. These will be inserted below the list of items on the document.

The notes will be retained from one invoice (or order) to the next so you can use this for 'permanent' instructions such as how long customers have to pay or where items should be delivered. The Council name and VAT reg no (entered via Council Name in Utilities) will also be shown below the notes section on the actual document.

Description	Printer	Bank	Lloyds						
Supplier	Office Equip Inc	VAT Type	S Standard						
Cost Centre	Administration								
Code	2	Net	100.00						
<input type="checkbox"/> Send to Payment and Delete Order		VAT	17.50						
		Total	117.50						
<table border="1"> <thead> <tr> <th>DETAILS OF ACCOUNT</th> <th>AMT</th> </tr> </thead> <tbody> <tr> <td>Item ref 1234 Epson Printer</td> <td>95.00</td> </tr> <tr> <td>Item ref 2345 USB cable</td> <td>5.00</td> </tr> </tbody> </table>		DETAILS OF ACCOUNT	AMT	Item ref 1234 Epson Printer	95.00	Item ref 2345 USB cable	5.00	Print Notes Please deliver to first floor office Open Wed - Fri only	
DETAILS OF ACCOUNT	AMT								
Item ref 1234 Epson Printer	95.00								
Item ref 2345 USB cable	5.00								

Complete whatever details are known. For instance you will probably know which bank account is to be used but are unlikely to know the cheque number.

## Printing the Order

The **View Order** function, which you will use to view and then print out the order, only operates on saved orders, **so you must use 'Save' first.**

Then Click on **View Order**

The order will contain all the above details, together with some details taken from the supplier record.

Remember that for the order to have the suppliers address details, these must have previously been completed in the Supplier record using Setup

## Adding your Council logo, letterhead or address details

You may choose to print the order onto pre-printed stationery.

You can adjust the Print Settings to change the margins. See [Printing Reports](#) <sup>157</sup>

However if you wish to have your logo or address details added automatically, an image box is included at the top of the order.

By default this is blank, but uses a file called **Letterhead.jpg** which is stored alongside the application configuration file in a location (in Windows 7 or Windows 8) typically C:\Program Data\Scribe\_2000\_Ltd\

Create a suitable image and replace that file with your own image, making sure it is still named **Letterhead.jpg**. You may need one or two attempts as the image has a fixed dimension and will stretch your image to fit.

Alternatively, if you have entered address details under the Council Name utility, these can appear as text on purchase orders and invoices at the top of the page and in the layout as you entered them. If you wish to use these instead of headed paper or logos, you can turn those on or off under Print Settings. See [Printing Reports](#)<sup>[157]</sup> and [Set Council name](#)<sup>[88]</sup>

### Emailing the Order

Once saved, you can choose to send the order via email. This will be directed to the email address stored against the supplier.

The process works by creating the document in PDF format and saving it in the folder specified under [Email Settings](#)<sup>[79]</sup>. This gives you the opportunity to view the PDF file if you wish. It also allows you to automatically save a copy in that folder, as the normal process of converting to an actual transaction will remove the order or invoice details.

You can then add any extra text to the message and send the email with the PDF document as an attachment.

### Converting to a Transaction

When the goods and supplier invoice have arrived, and you are ready to make the payment, you will wish to record a normal payment transaction.

Use the **Search** function on the saved orders to find an existing order record.

Having selected the existing order, click on **Edit** to take control of the data.

Then tick the **Send to Payment and Delete Order** box, and click **Save** to action this.

The order will be removed from the system and a new payment transaction will have been created. If you wish to fill in any missing details you can do this on the order before you send it, or on the new payment record.

Note that the itemised details of the order will not be retained as these are not stored on the transaction record itself. If you need to retain the details you must print out a copy of the order or invoice if you have not already done so, unless you have created a PDF copy as part of the email process.

---

## 5.12 Remittance Advice

This report produces remittance advice notes to accompany payments to suppliers.

The report will aggregate payments with the same cheque number, so that different transactions covered by one cheque will show on one advice note

Enter a range of cheque numbers to limit the extent of the report. All cheques within this run of numbers will be included in the report.

If you do not enter cheque numbers, the report can only look for all the blank cheque number entries, which will probably not all be for the same supplier. It is therefore important that you both enter a cheque number against each transaction and that you use cheque numbers as parameters for this report. Blank cheque entries will generally be found at the top of any such list or set of documents

## Electronic Banking

There is also a **Net** checkbox as a report parameter, which will look for the transactions which you have already flagged up as being electronic payments.

This allows you to operate a second sequence of numbers, which are the reference numbers for the electronic payments rather than cheques. If you do not know what numbers will be allocated by the bank, you can create your own set of reference numbers to manage these payments.

## Adding your Council logo or letterhead.

You may choose to print the advice note onto pre-printed stationery. See [Printing Reports](#)<sup>[157]</sup> for details about amending the margins etc

Alternatively you can add in the textual Council name and Address.

See details under [Orders and Invoices](#)<sup>[127]</sup>.

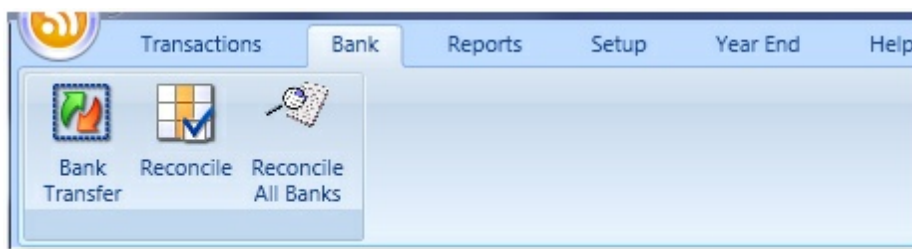
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**Part**

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**VI**

## 6 Bank



The **Bank Toolbar** deals with transfers and reconciliation of bank accounts.

**Bank Transfer**<sup>[133]</sup> deals with transfers between bank accounts and between bank and cash, in other words where money is moved but where no receipts or payments are actually made by the Council.

**Reconcile**<sup>[135]</sup> allows you to cross check your bank statement against the accounts by looking at which transactions have been cashed at the bank, ie which ones appear on your bank statement and which remain outstanding ('uncashed' or 'unpresented')

**Reconcile All Banks**<sup>[142]</sup> provides an overall reconciliation by starting with the statements from all the banks. You must have completed the reconcile process on each account first.

### 6.1 Transfers between accounts



Click on **Bank Transfer** in the **Bank** toolbar

Transfers are similar to ordinary transactions, but relate wholly to movements of money within the Council, rather than receipts or payments by the Council. These are easy to forget, but are essential to providing a comprehensive account of the Council's monetary position.

Transfers include:

- money which has been received as cash (and already entered as a cash receipt transaction) being paid into the bank;
- drawing a cheque made payable to cash for petty cash expenses etc (which should NOT be entered as a cheque payment, but only as cash payments when the cash is spent later);
- transfers between different bank accounts, such as from deposit account to current account.

There is less detail needed than a transaction because there are no third parties involved. Simply identify which accounts the money is moving to and from, and add a description in the Comments box to help you identify it. You can include the Paying in Book reference if banking cash. The comments will appear in the left hand list once saved.

The current balances in each account will be displayed if you click on **Balance**. This is a useful quick way of checking the position, and will give you the same results as Reports | Bank

To look at a list of Transfers, go to **Reports** and select **Bank Transfer**

The individual 'cashed' position of each part of the transfer is shown by the Cashed box next to the 'from' and 'to' boxes against each transfer record.

The Cashed box relates to bank reconciliation and shows whether the item has been 'cashed', ie presented through the bank and showing on a bank statement. It should not normally be entered when creating a new transfer record, and therefore the tickbox is only available in edit mode.

Once a transfer has been cashed using the Bank Reconcile function, the cashed date will be displayed on this screen.

Note if you do tick a cashed box on this screen it will set the cashed date to 'today's date' See [Bank Reconciliation](#) <sup>138</sup> for further details about cashed dates.

The box is more usually used later to undo a cashed status entered in error by unticking the box.

Note that the 'cashed' status on the Cash account is recorded in the same way as other accounts but is of no relevance as all cash processes are treated as instantaneous. See below.

#### **Transfers are easy to miss!**

Remember to check the bank statement for them and add a transfer record if necessary, and also remember to check them off as cashed when doing bank reconciliation.

### **Dealing with Petty Cash**

If you operate an imprest bank account, whereby a transfer is authorised by the Council from the main

spending account to one which can be used for minor items without further approval, the approved amount should be recorded as a bank to bank transfer and the subsequent payments should be entered as separate true payment transactions.

For a petty cash reimbursement system, enter a bank to cash transfer when the cheque is approved and cashed, and then enter ordinary cash payments when you spend the petty cash, however small these may be. You may be able to aggregate some routine petty cash payments provided you have adequate paper documentation to support these.

The same principle applies regardless of timing, ie whether you spend cash and get topped up with a cheque, or cash a cheque first and then spend the cash.

If the Clerk or RFO spends their own money and is reimbursed, then the only payment by the Council is the cheque (or equivalent) paid to the Clerk. The records of personal payments made will need to be recorded as proof of purchase but do not need to be entered into the accounts as individual transactions.

If you have bank accounts which automatically move money between current and deposit accounts to gain best interest rates, perhaps even on a daily basis, you will not be able to maintain records of these movements. Instead you should combine both actual accounts as a single bank account in this system and work on the total figures.

## 6.2 Bank reconciliation

### Overview



The bank reconciliation facility examines all transactions entered against a specified bank account, and then asks you to indicate which have been shown on the statement from the bank on or before a specified date.

You must therefore first select the individual bank account to compare and a comparison date.

For the next steps in more details, see [Bank reconciliation process](#) <sup>138</sup>

Note that **Reconcile** starts with the Accounts data, takes your information about what items have been cashed or remain uncashed, and presents you with what the bank statement balances should be.

The **Reconcile All Accounts** option is a completely different process and operates in the reverse direction. It starts with bank statement balances which you enter for all your accounts, and then compares these with the accounts, taking into account what has been cashed by the date you select for

the check. This means if you have entered cashed dates correctly, you can do this audit check retrospectively. This is a reporting tool, and does not directly affect the data in the accounts, and you must use **Reconcile** for that.

You should have a regular routine which uses the **Reconcile** process to check the bank statement from each account when you receive it. The purpose is to make sure you have all items recorded, particularly ones which went direct to the bank, and that your records of what has been presented is up to date.

**Tip:**

To make reconciliation easier, make sure that you have completed all the details of the payments including the cheque number or equivalent. All the transactions will be listed individually and you will be able to see where a single cheque has been used to pay multiple invoices.

On the receipts side, you may not issue physical receipts or record a receipt number for every income transaction, and if not you could try recording the paying in slip reference number instead.

### Can't reconcile the accounts with the bank statement?

If you find you cannot reconcile the bank statement, here are some of the most common mistakes –

- If you recognise the error amount, try searching for transactions with that amount. Check that an entry has not been charged to an incorrect bank account.
- Look for half the error to see if an item is on the wrong side of the accounts eg a £10 receipt being recorded as a payment will make a £20 reconciliation error.
- Check if the amount is VAT or an amount equal to VAT, eg the bank statement shows £10 but the transaction was recorded as £10 plus VAT by mistake because of a wrong VAT code
- Check the bank statements again – it's easy to miss a bank charge, direct debit or some other item which has gone straight to the bank account.
- If it is early in the financial year, check the VAT and bank balances brought forward as these represent the starting line for the bank reconciliation process.
- Remember two mistakes may create a net difference which makes no sense at first glance.
- If you have trouble with 'cashed dates' you can use the Search function to display the date you have recorded as the cashed date of the transaction. It is easy to forget to select a cashed date when reconciling, so the wrong date may have been recorded. To change the date, uncash the item on the main transaction screen and save the edited record, then recash it with the Reconcile function for that bank account using the correct date. The same applies to bank transfer records.

### Can't balance the overall position with 'Reconcile All Banks' even though the individual bank accounts are reconciled correctly?

This is most likely to be a matter of the cashed dates you have selected (or which were selected by default because you did not choose one)

- First run the All Banks Reconcile against an audit date of 'today's date' rather than an earlier one. This will count all records.

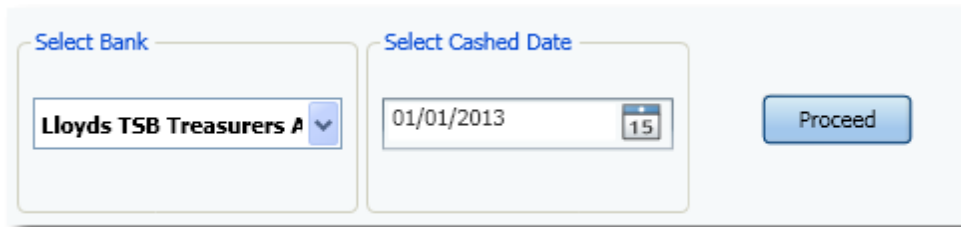


- 
- If that is incorrect check the Transaction Search results grid to see if any transaction dates have been recorded in the future. (Click on the search results grid column header to sort the list)
  - Look at the Transaction Search results grid to look up the cashed dates recorded against transactions
  - Look at the Bank Transfer records to look up the cashed dates recorded against transfers
  - If there is an obvious error on a cashed date, click on Edit, untick it to change it back to uncashed, Save the amended record, then go back to Bank Reconcile and set a correct cashed date for that transaction or transfer.
-

## 6.3 Bank reconciliation process

You will need to select the bank account and a 'cashed by' date, so it is best to get in the habit of working across the screen towards the Proceed button.

The Cashed Date will be recorded against the transactions selected as the date by which that item had been cashed.

**Important:**

You should use a Cashed Date which you may later use to selectively report on, so this could be the date of the bank statement (or the date of the last item shown on the statement) or more typically could be a month end date. For example if you receive a statement showing items going through the bank from 15 May to 15 June, you could select 15 June as the date or you could enter 31 May.

The date you select will be recorded against all the items in the batch you will be ticking off, to show that they were cashed on or before that date. If you have chosen a month end, you can repeat the process and select the last item date if you wish to tick off everything else on the statement. There is more information on this on the [All Bank Reconciliation](#) <sup>142</sup> report.

Note that you will see a warning if you try to select a cashed date which is earlier than the voucher date of a transaction selected. The cashed status will not be updated on that transaction.

Note that if you cash an item but forget to select a cashed date, the system will use 'today's date' as the cashed date, and if this leads to a reconciliation error on the 'All Banks Reconciliation' this may take some tracking down. If you are working at the beginning of a financial year but are reconciling transactions in the old year's accounts, the system will default the date to 31 March instead of 'today' so that everything will be contained within the year in question. Any mistakes in this area can always be corrected by editing (see below)

Then click on **Proceed**.

Any uncashed transactions will be listed, the first screen showing payments and the second screen (displayed after you click **Save & Next**) showing receipts.

Remember to look at the Receipts page even if you have no uncashed items on the Payments page so after looking at Payments always click **Save & Next** rather than **Close**.

Select Bank: **Lloyds TSB Treasurers A** | Select Cashed Date: 01/01/2013 | Proceed

**Payments not Cashed**  
(Click on Cashed for every item that appears on your Bank Statement)

Cashed	Voucher/s	Date	Cheque No	Value	Supplier/Customer
<input type="checkbox"/>	151	04/12/2012	2329	40.00	Tesco
<input type="checkbox"/>	152	04/12/2012	2323	114.00	Allerton Construction
<input type="checkbox"/>	153	04/12/2012	2324	294.00	Scribe 2000
<input type="checkbox"/>	154	04/12/2012	2325	420.00	Roythornes
<input type="checkbox"/>	155	04/12/2012	2326	2052.00	Roythornes
<input type="checkbox"/>	156	04/12/2012	2327	700.70	R Marriott
<input type="checkbox"/>	157	04/12/2012	2327	30.00	R Marriott
<input type="checkbox"/>	158	04/12/2012	2327	47.61	Andrew & Co
<input type="checkbox"/>	159	04/12/2012	2327	46.80	Chislett Hire
<input type="checkbox"/>	160	04/12/2012	2327	27.09	Brands
<input type="checkbox"/>	161	04/12/2012	2330	17.34	Hodson Office Supplies
<input type="checkbox"/>	162	04/12/2012	2331	177.74	Hooks of Holbeach
<input type="checkbox"/>	Transfer	04/12/2012		150.00	To Cash
<input type="checkbox"/>	163	05/12/2012	2332	50.00	All Saints PCC

Save & Next | Close

Go through the list and click to mark the check box for all those which do appear on the bank statement before the selected date. (You will need to click to highlight the line then click to tick the box)

You can sort the list into a convenient sequence by clicking on the headers of the column eg Click on Voucher to sort the list into voucher number order.

In case you sometimes have more than one voucher for the same cheque number, you can also group the list by cheque.

Click on the **Group by Cheque No** checkbox and you will see the list appear in cheque number order and sub-totalled for each cheque.

**Payments not Cashed**  
(Click on Cashed for every item that appears on your Bank Statement) ☒ Group by Cheque No.

<input type="checkbox"/>	Cheque no:	Total:	96.00	Supplier:	A Smith
<input type="checkbox"/>	Cheque no:	Total:	1,000.00	Supplier:	Cleaner
<input checked="" type="checkbox"/>	Cheque no:	Total:	11,200.00	Supplier:	Clerk
<input type="checkbox"/>	Cheque no:	Total:	720.00	Supplier:	Co-operative Insurance Co
<input type="checkbox"/>	Cheque no:	Total:	220.00	Supplier:	Scribe General Store
<input type="checkbox"/>	Cashed	Voucher/s	Date	Cheque No	Value
<input type="checkbox"/>		13	14/11/2013		100.00
<input type="checkbox"/>		14	14/11/2013		120.00
<input type="checkbox"/>	Cheque no:	Total:	50.00	Supplier:	Transfer To Deposit Account
<input type="checkbox"/>	Cheque no:	Total:	1,440.00	Supplier:	Garden Estates
<input type="checkbox"/>	Cheque no:	Total:	120.00	Supplier:	Voluntary Support Group

Any items where you haven't entered a cheque number will therefore be at the top of the list, but will be sorted in Supplier order.

You can expand any sub-total list to show all the transactions covered by the cheque (click on the + button), and you can tick off the whole of the cheque with the group checkbox, or you can look at each of the items individually

As you work through the statement, the entries you leave unchecked on this reconcile list are the ones still outstanding and have not yet been presented to the bank (as at the selected date).

Check that all bank transfers are also flagged correctly, as these are also included within the lists.

If you make a mistake, clicking again will remove the tick.

If you make a mistake and realise you have already moved on with an item wrongly ticked as cashed, you can edit it from the main transaction record screen. The reconciliation process simply presents all records which are shown as uncashed, so if you edit this and remove the cashed flag it will appear on the list again next time. For a one-off correction you can select a specific cashed date and just tick off the single item.

The results of the reconciliation will be displayed on screen.

Select Bank

Lloyds

Proceed

Reconciliation of Lloyds	
From Accounts .....	35525.75
Payments not cashed .... Add .....	10.00
Receipts not entered .... Subt .....	15000.00
-----	
Statement should be .....	20535.75

Line 1 shows the balance on the bank account as recorded by the accounts, which assumes all transactions have been paid through the bank.

Lines 2 and 3 show the items still outstanding, which adjust the figure so that the balance shown on Line 4 should be the balance at the bank as shown on the bank statement.

You will be presented with some Report options. Click on **Close** if you do not wish to use these.

## Reconciliation Reports

The screenshot shows a software interface for bank reconciliation. It features a 'Select Bank' dropdown menu currently set to 'Lloyds TSB Treasurers A'. To the right are four main categories: 'Main Listings' with a 'Summary' radio button; 'Detailed Listings' with 'Payments' (selected) and 'Receipts' radio buttons; 'Transfers' with 'Payments' and 'Receipts' radio buttons; and 'Print Order' with 'Voucher Date' (selected) and 'Voucher No.' radio buttons. On the far right are two buttons: 'View Report' and 'Close'.

The **Summary** report is the same information that was displayed on screen.

The **Detailed Listings** are of the uncashed entries as at the point you carry out the check. If you print out a list for your records, make a note of the cashed date you selected, as this will not be printed on the report automatically. You can however get a dated list of unpresented items from the All Banks Reconciliation.

**Transfers** list the transfers between banks or to/from cash, in the same way

Select the report parameters and click on **View Report**.

Note you can select whether to list the unpresented transactions (not transfers) in Date order or Voucher Number order. This may have a relevance if you have entered records out of sequence when going through statements etc

If the balance calculated by this method still does not match the bank statement, you should study the bank statement to make sure that there are no extra transactions such as interest payments or bank charges, for which you have not entered a transaction record.

Also check that all bank to cash movements have had transfer records entered to cover them.

You can also look at the bank position using the **Accounts/Any Bank** Report from the Reports menu. This shows which items have or have not been cashed, and what the bank statement should be at that point in time.

The recorded cashed dates can be seen on this report (and used to obtain a sub-set of the list) and can also be viewed from the Transactions Search results.

Note that at the beginning of the financial year, any uncashed records (both transactions and bank transfers) will still appear on the list to be checked off, even if they were created in the previous year's accounts. This is because the bank statement is unlikely to coincide with the end of the year, and all you are doing in this reconciliation process is crossing off records which appear on the bank statement in order to check the bank statement.

See below for restricting your view to the old year.

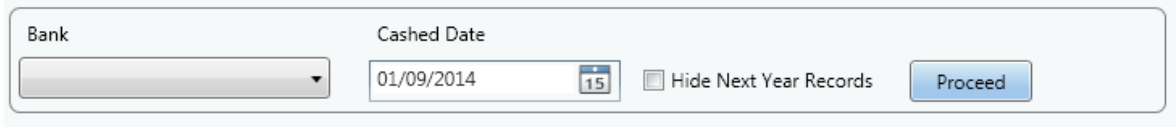
Remember that cashing and uncashing records does not affect your actual accounts, except to the extent that it helps define your true end of year balance actually at the bank.

Do not treat uncashed items as creditors/debtors at the year end.

The end of year process, including Closing the Accounts, will not prevent you seeing uncashed cheques on the reconciliation list, regardless of which year they were originally created in.

See Also - [Reconciling all accounts as an audit check](#)

### Reconciling across the year end



The screenshot shows a software interface for reconciling accounts. It features a 'Bank' dropdown menu, a 'Cashed Date' field with a calendar icon showing '01/09/2014', a checkbox labeled 'Hide Next Year Records', and a 'Proceed' button.

When you have created the next financial year and have already entered some transactions, for instance in April, but are still working to finalise the old year, when using Reconcile in the old year you will see a new check box appear, so you can 'Hide Next Year Records'.

This is a feature by which you can remove any transactions from the reconcile list on screen and also from the resultant reports. You may find this easier when working out the position for 31 March.

It is entirely optional, and if left unchecked you will see all the outstanding transactions regardless of their year. This will also be the case if you are working in the new year and looking backwards, when it is essential that you see all transactions. This is so you can be working in the new year and reconcile against new bank statements, regardless of when the transaction originated.

---

## 6.4 Reconciliation (All Accounts)



This reconciliation check can be run at any time during the year or at the year end, and it provides a comprehensive check on the bank position.

The **Audit Date** you select will determine which transactions are counted in the top half of the report (related to the accounts) and which unpresented cheques etc (if any) are counted in the bottom half of the report (relating to the bank statements). The report will always run from the start of the financial year up to the date you enter.

**Important: See Note about cashed dates below.**

**Cash in hand per Bank Statements**

The date entered below is the date, from the bank statement, up to which the reconciliation has taken place.

Audit date

Bank	Date	Bank statement Amount
Cash	29/05/2010	13.00
Lloyds	29/05/2010	20810.00
HBOS	29/05/2010	29000.00

You will be asked to enter the figures from the latest Bank Statements and a current figure for the cash account.

Note the dates entered should be the dates of the bank statements, for reference, but those dates do not affect the calculations at all.

It is important that you perform the ordinary **Reconcile** process first. This will make sure that all transactions have been recorded, as otherwise you may waste time on this report.

This form will then do all the necessary calculations and produce up to three reports which you can select.

The three reports are

- a Main Report that looks at the balances obtained from the accounts (the cashbook) as Part A, and the values from the bank statement figures you have just entered, adjusted by the remaining uncashed items, as Part B.  
If A does not equal B, the report will give you the value of the error.

If there is an "A does not equal B" message, look again at the details you have entered. You may not have entered the bank statement balances correctly.

If these are correct, then the error must stem from the individual bank account reconciliation

eg a transaction being shown as cashed when it has not been presented, or some other error on the transactions themselves (see [Bank Reconciliation introduction](#) <sup>135</sup> for typical reasons). You should recheck the individual account reconciliations.

See also the question of timing described below.

- a list of the relevant uncashed payments, including bank transfers outwards.
- a list of the relevant uncashed receipts, including bank transfers inwards.

**NOTE: The date stamping of cashed items is important.**

It may be helpful to understand the processes which this report uses.

When you identify a transaction as cashed when you go through the individual account statement and tick off the cheques, a 'cashed on or before date' is recorded into the database according to the date you select when carrying out the individual account reconciliation.

This is done so that this 'All Accounts' reconciliation can apply the audit date you enter at the top, as follows....

Part A of the report looks at all transactions entered up to and including that audit date.

Part B calculations and lists find all of those items which were uncashed at that date by excluding the following:

- all transactions after that audit date
- all transactions on or before that audit date which you have ticked as cashed
  - except where the cashed date on those is after the audit date

This means you can roll back the reconciliation report to a past date, as the report will exclude items cashed later than your selected date in order to find items which were uncashed at the time.

As a typical example, let's say you receive bank statements in the latter half of each month. Let's say on 20 June you receive a statement showing items cashed up to 15 June. You have therefore drawn a line through the statement at the end of May and using the Bank Reconciliation function for that account you have ticked off all items prior to that as cashed on or before 31 May. You then repeated with a cashed by date of 15 June and ticked off the rest of the statement. When you now run the All Banks report, you can select either date. Let's say you select the month end and enter an audit date of 31 May. Part A will look at all transactions up to the end of May. Part B will find all of those transactions which are still uncashed, or which are now cashed but were given a cashed date after 31 May. So it will include in the unpresented lists the items cashed at 15 June because they were uncashed as at 31 May.

This process facilitates the year end accounting and it is particularly important that you check off your statements up to the 31 March position on your bank statement.

If you ever need to correct a cashed date, you can untick the cashed flag in the transaction record, so that the transaction will reappear on the reconciliation list under Reconcile, then set the cashed date to whatever you wish and retick it. Note that if you tick a transaction as cashed using the main transaction screen itself, the cashed date will always be set to 'today's date', so if you wish to specify a cashed date you must use the bank reconciliation process.

If you are uncertain what cashed date has been recorded, you can check this by looking at the



**Search** function - the cashed date will be shown as a column in the results grid, If you need to change it, select the item from the search results and follow the step outlined above. For bank transfers the cashed dates (both in and out) are shown on screen.

**Tip:** If you cannot get to the bottom of a discrepancy which you believe is related to timing, try the All Banks Reconciliation using today's date, as that will automatically include all records available to the system and will only report items still totally uncashed (but see below about transactions in advance).

### Cash Transactions

The cash account does not have an individual reconciliation function. For the purpose of this reconciliation report, all cash transactions are taken to be instant, and therefore the cash balance entered should take account of all transactions. You may see other reports, and the transaction records themselves, where the cashed flag is sometimes shown as cashed or uncashed. This is merely related to the operation of different parts of the system, and will have little relevance. For example on journal transfers when a new record is created, the other two records are both set to cashed in order to cancel them out.

In practice reconciling your petty cash just means checking that the cash account balance shown in the system is the same amount as the actual money you actually have.

### Bank to Bank Transfers

Transfers create two records - a transfer out (equivalent to a payment) from one account, and a transfer in (equivalent to a receipt) on the other. These are treated in all reconciliations as two separate transactions, either one of which could appear on the corresponding bank statement. For example you could receive a current account statement where the transfer in is shown, even though you have not yet received a statement showing a transfer out from a deposit account (where statements may be issued less often). These situations are all accommodated within the reconciliations and reports and you do not need to make any adjustments for this.

The same applies to a transfer between bank and cash - the cash account will always be assumed to be up to date, but the bank account statement may not be as advanced. This is perfectly acceptable.

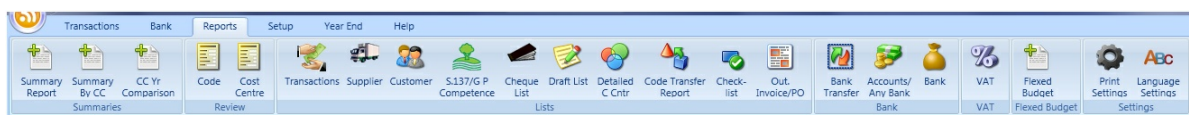
### Tip: Transactions entered in Advance

The check will be done as at the date you enter, which normally coincides with a bank statement or month end. However if you wish to produce a report for an upcoming meeting which includes payments entered in draft ready for that meeting, you must take that into account and enter an advance date if you wish to include those payments.

**Part**

**VII**

## 7 Reports and Lists



Several reports can be produced from the Accounts, from one page documents through to the full annual accounts.

You will find in practice which ones serve your own purposes best. Some recommended ones are shown below.

You can select the information you need, you can amend the way you view reports, and you can print or save the report to a file, by using the features of the Report Viewer. All reports will generally contain the date the report was produced and also the financial year.

### [Selecting the Report Filters or Parameters](#) <sup>[156]</sup>

### [Viewing and Printing Reports](#) <sup>[157]</sup>

### [See a detailed list of all the reports](#) <sup>[148]</sup>

See details on the report groups -

- [Summaries](#) <sup>[149]</sup>
- [Review](#) <sup>[150]</sup>
- [Lists](#) <sup>[151]</sup>
- [Bank](#) <sup>[154]</sup>
- [VAT](#) <sup>[155]</sup>
- [Flexed Budget](#) <sup>[156]</sup>

## Annual Statement

The [Annual Statement](#) <sup>[177]</sup> is one of the reports from the Year End toolbar. You will need to ensure that all the end of year reconciliation and other checks have been completed.

For full details of what to do at the end of the financial year, see [Year End](#) <sup>[171]</sup>

## What reports should I print for Members?

The range of reports available is designed to offer some options. You should not need to use all of them.

You should not need to give details about the cash position. Members should be offered information about performance against their budget, but they should not need to know about the balance in a bank account on any particular day. Some councils do prefer a hands-on approach and choose to see finances in greater detail.

You will almost certainly need to produce one of the lists of payments for approval, but you can only do this if these are entered prior to making the payment. You will need to be clear about when the payment is actually made and what to do if your draft payment is not confirmed by members. Alternatively you can operate more strictly and only enter transactions when the actual payments are made after approval,

but at the cost of not having a list to present.

Our suggestions are to base most reporting to members on the **Summary Report** and **Summary by Cost Centre** reports. These provide a comparison between the budget estimates and the actual transactions for each code or cost centre. To provide good budget control you will need to have divided up your budget between all the codes and cost centres (at the time when you are defining the budget and precept) and have done so for both receipts and for payments. Most councils will divide up the precept between codes so that there is a visible balancing of income and expenditure on each. The report will then show your current variance from budget for each code or cost centre.

To go further than this, you can use the profiled budget which is reported under **Flexed Budget**. This is a sophisticated process which describes each code according to the likely pattern of payment, eg one annual payment or 12 monthly payments etc. This is only recommended when you are fully conversant with the rest of the system, and if you find you need it.

For advising Members, the above budget reports are generally all that is required, because if your spending activities are in line with the estimates, no other decisions will be necessary.

For best practice in accountancy, you will need to carry out both Bank Reconciliations regularly, and resolve any inconsistencies. This will also offer assurance to members that the finances being managed by the Clerk/RFO are accurate.

Once you are certain the accounts are correct, there are other reports which can be used to provide further information if requested. Any of the Lists will provide fully detailed information. The **Bank** report will of course provide a simple breakdown of the overall position split between all the cash and bank accounts.

The remainder of the reports and lists will generally be used to provide evidence for audit or for detailed day-to-day reference by the Clerk or RFO.

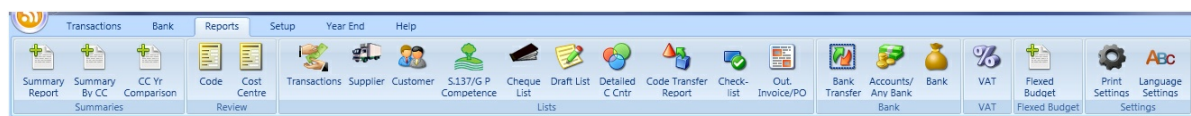
See the [detailed list of reports](#) <sup>148</sup>

## 7.1 Reports in detail

This is a schedule of all the reports available from the [Reports](#) <sup>147</sup> toolbar, in brief.

Once you have some data available in the system you are recommended to view all the reports in order to decide which ones best suit your own requirements.

Note that some reports work on a range of dates. Some of these will default to the start of the financial year, although they can be changed as necessary.



- [Summaries](#) <sup>149</sup>
- [Quick Review](#) <sup>150</sup>
- [Detailed Lists](#) <sup>151</sup>
- [Bank](#) <sup>154</sup>
- [VAT](#) <sup>155</sup>
- [Flexed Budget](#) <sup>156</sup>

For details on the special end of year reports, see the [Year End](#) <sup>[17]</sup>.

For using the report viewer see [Viewing and Printing Reports](#) <sup>[157]</sup>

## Summaries

### Summary Report

<input type="radio"/> Summary Report <input checked="" type="radio"/> All Cost Centres <input type="checkbox"/> Include Subtotal <input type="radio"/> Select Cost Centre Cost Centre <input type="text"/>		<input type="radio"/> Nett Codes <input type="radio"/> Report without budget figures <input type="radio"/> Report with budget figures	Order to Print <input checked="" type="radio"/> Cost Centre Name <input checked="" type="radio"/> Code ID <input type="radio"/> Cost Centre ID <input type="radio"/> Code Name	<input type="button" value="View Report"/> <input type="button" value="Close"/>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	---------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

**Summary Report** is a report giving Code by Code totals. The report shows the budget and the actual figures to date, for both receipts and payments on each code listed.

The typical report (when you tick the Include Subtotal checkbox) would be for a complete list of all codes, grouped into cost centres and showing the subtotals for each. You can however limit the report to a single cost centre.

The report is organised to show the estimated and actual receipts, and the variance from estimate, and the same for payments. If either variance is positive this means you have received more or spent less than anticipated. The Net Position is the combination of those two variances to give the overall position for the individual service code.

Scribe Town Council							
Summary of Receipts and Payments							
All Cost Centres and Codes							
Code	Title	Receipts			Payments		
		Estimated	Actual	Var	Estimated	Actual	Net Position
1	Salary				12,000.00	11,700.00	300
2	Insurance		200.00	200	1,000.00	757.00	243
3	Supplies				500.00	335.00	165
4	Cleaners		200.00	200	2,000.00	1,470.00	530
5	Community Volunteers	500.00	450.00	-50	500.00		500
6	Printing	200.00	250.00	50		70.00	-70
7	Allotment rent	5,000.00	5,015.00	15			15
8	Allowances		250.00	250			250
9	Improvements	2,000.00	2,750.00	750	2,000.00	1,400.00	600
10	Precept	10,000.00	8,600.00	-1,400			-1,400
NET TOTAL		17,700.00	17,715.00	15	18,000.00	15,732.00	2,268
V.A.T.						496.40	
GROSS TOTAL			17,715.00			16,228.40	

The **Nett Codes** option shows receipts and payments totals, and balances, against each code within each cost centre. VAT is aggregated. Optionally the budget figures can be included for comparison purposes

The **Order to Print** options give you the choice of whether to list the items alphabetically by the descriptive title of the code or the cost centre, or whether to list them in the numeric order by the ID of the cost centre or code (ie the code number). This is more apparent if you tick the 'Include subtotal' checkbox, as this then breaks up the list into cost centres. You can select any combination, for example you can have the cost centres in alphabetical order and the codes in number order under each.

These options appear in all the Summary Reports and in the detailed Cost Centre report which corresponds to the summary, so that all the information is presented in the same way.

### Summary by Cost Centre

**Summary by Cost Centre** gives totals at the cost centre level only. The default report will produce a list of all cost centres, but you can instead select one or several specified cost centres. This may be appropriate for instance if responsibilities have been divided between committees.

As you need to be sure that you report like-for-like, you can save the selection of cost centres and re-use it without having to reselect each time. Click on Create a New Report the first time, and then later this will appear in the drop down list of memorised reports.

### Cost Centre Year Comparison

**Cost Centre Year Comparison** is a way of looking at the current year against the previous year, in order to help when producing the following year's budget and precept requirement.

It shows the estimates and actual figures for the current year to date and for last year. You can examine all cost centres or select a single one. If you select all, there is the option for subtotals to show the cost centre totals as well as each code.

Cost Centre Year Comparison Summary								
Cost Centre: All								
Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual
<b>Administration</b>								
Advertising	0.00	0.00	0.00	479.28	0.00	0.00	0.00	0.00
Bank Interest	0.00	10.14	0.00	0.00	0.00	13.65	0.00	0.00
BkVC	0.00	0.00	0.00	36.00	0.00	0.00	0.00	45.00
Citizen of the Year	0.00	0.00	0.00	12.50	0.00	0.00	0.00	0.00
Copier	0.00	0.00	0.00	165.84	0.00	0.00	0.00	144.56
Election Expenses	0.00	0.00	0.00	61.16	0.00	0.00	0.00	1,129.99
Grants	0.00	0.00	0.00	0.00	0.00	3,377.00	0.00	0.00
Meeting Rooms	0.00	0.00	0.00	171.60	0.00	0.00	0.00	250.10
Newsletter	0.00	0.00	0.00	50.00	0.00	0.00	0.00	525.00
Postage	0.00	40.85	0.00	34.95	0.00	0.00	0.00	112.85
Precept Income	0.00	33,000.00	0.00	0.00	0.00	37,547.00	0.00	0.00
Professional Advice	0.00	0.00	0.00	650.00	0.00	0.00	0.00	1,600.00
Public Liability Insurance	0.00	0.00	0.00	1,665.95	0.00	0.00	0.00	1,643.98

### Quick Review

**Code** is a check of the current financial position on a single service code. This is for quick reference and is not a printed report.

**Cost Centre** is a check of the current financial position on a single cost centre. This is for quick reference and is not a printed report.

See [Code Reviews](#) <sup>166</sup> for further details.

## Detailed Lists

### Transaction Lists

**Transactions** is one of the key lists of actual transactions made. The list can be produced for receipts or for payments, and can be filtered by date, by voucher numbers, by bank or cash, by bank account number, by cost code, or by VAT type, in any combination.

You can also choose what order to print them in, and by setting a Min Value you can also restrict the list to major items.

### Specifying codes

By selecting codes which you wish to appear in the list, you have two options.

Click on **Select codes** to specify the codes you wish to be covered by the list. You can of course leave the report set for 'All codes'. Selecting them from the overall list of codes does allow you to produce cross-cutting reports, for instance all insurance codes, regardless of which cost centre they appear in.

Click the radio button **Selective codes** to include the codes you check on. Conversely, if the list would be sensitive, for instance containing salary details, you can request that certain codes be excluded. Click on **Exclude Codes** and check the codes you wish to be excluded.

Code_ID	CodeTitle	Select
1	Clerks Salary	<input type="checkbox"/>
2	Adminstration	<input type="checkbox"/>

**Note:** make sure you click the record twice when selecting the code - once will highlight it and the second click will tick the box. If the box is not actually ticked the code will not be selected.

**Tip:** to get both sets, first print a report with included codes, then leaving the selection unchanged, click the other radio button to exclude them, and then print again.

For a more structured presentation of cost centres and codes, see **Detailed Cost Centre** report below.

Note that all the parameters can be used in combination ie you can select certain codes codes and also have a minimum value and a specified bank account.

### Miscellaneous Lists

**Supplier** (for payments) and **Customer** (for receipts) look for specified names and produce lists of transactions to or from the one selected.

**Section 137 Wellbeing/General Power of Competence** lists items which have been specifically flagged as transactions using Section 137, Power of Wellbeing, or General Power of Competence, whether or not you have set up a code or cost centre for such a purpose.

### Cheque Lists

**Cheque List** (above) produces a simplified list within a range of cheque numbers.

If the cheque list is produced in cheque number order, cheques will be sub-totalled to show the amount on the cheque, even if you split a transaction or add new records provided they quote the same cheque number, regardless of when the extra transactions are added.

If you have not entered cheque numbers, those transactions with a null cheque number value will all be grouped at the top of the report.

A similar list is available which selects just the Internet Banking records (those which you had ticked as 'Net banking' on the transaction screen). These will look for a different range of references, which can be alpha numeric rather than just numeric.

**Draft List** (below) produces a similar cheque list suitable for approval by members.

This list will normally be of payments, grouped by cheque. The report is intended for use for regular routine purposes eg for each meeting or each month. You can limit your selection to a specified cost centre if required, for instance if handled by different committees.



### Detailed Cost Centre report

**Detailed Cost Centre** is an important report. This produces a list of receipts or a list of payments, both sub-totalled for each code within the selected cost centre. This is a particularly valuable report for a structured presentation of the overall records in detail, and one which you will probably use frequently.

The screenshot shows the filter interface for the Detailed Cost Centre report. It includes sections for 'Select' (Payments selected, Receipts unselected), 'Include' (Code Transfers unselected), 'Date' (From Date: 01/04/2012, To Date: 02/12/2013), 'Selective Net values' (All Values selected, Minimum Value unselected), and 'Selective' (Cost Centre: All, Code: 0 All). There are 'View Report' and 'Close' buttons, and an 'Additional Options' arrow at the bottom left.

You can run this report for the entire range of cost centres in one operation, which is particularly useful for the end of year.

Alternatively select a single Cost Centre required

Click on the drop down list of codes if you need a list based on a single selected code.

Note the **Code Transfers** tickbox allows you to choose whether or not to include the internal movements you have made using single or multiple code transfers. If you included them, you will obtain a list which corresponds to the **Summary** report and reflects the true cost of each service. If you exclude them you will have a list of actual receipt or payment transactions, ie actual income or expenditure undertaken by the council. Both options will be valuable at different times.

#### Minimum Values

You can filter the results to show only those items above a given net value. This will be useful where you are required to publish expenditure information at a certain level of detail, or choose to do so. Click on the Minimum Value button and enter the figure required.

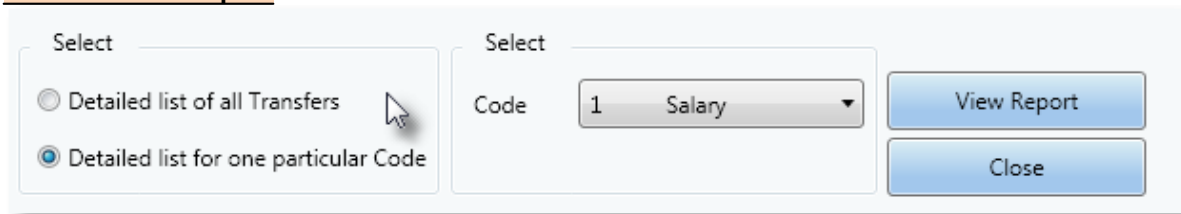
Note that by selecting zero you can use this facility to remove negative figures from a report which you may have entered for corrections or adjustments but do not need to show in routine reports.

The screenshot shows the 'Selective Net values' section of the filter interface. It includes 'Date' (From Date: 01/04/2012, To Date: 31/03/2013) and 'Selective Net values' (All Values unselected, Minimum Value selected with a value of 500 entered in the adjacent text box).

Click on the **Additional Options** arrow to see the sequence options referred to above. You can then present the detailed report in the same order as the summary.

The screenshot shows the 'Additional Options' section of the filter interface. It includes an 'Order to Print' section with four radio buttons: 'Cost Centre Name' (selected), 'Code ID' (selected), 'Cost Centre ID' (unselected), and 'Code Name' (unselected).

### Code Transfer Report



The form for the Code Transfer Report has two main sections. On the left, under the heading 'Select', there are two radio buttons: 'Detailed list of all Transfers' and 'Detailed list for one particular Code'. The second option is selected. On the right, under the heading 'Select', there is a 'Code' dropdown menu currently showing '1 Salary'. To the right of this are two buttons: 'View Report' and 'Close'.

**Code Transfer Report** lists all the transfers made between codes and which do not relate to individual transfers. These are the transfers created by the [Code Transfer](#)<sup>[122]</sup> or [Transfer One-to-Many](#)<sup>[124]</sup> functions.

### Checklist



The Checklist form has several sections. On the left, under 'Select', there are two radio buttons: 'Payments' (selected) and 'Receipts'. In the center, under 'Updated Date', there are 'From Date' and 'To Date' fields, both set to '05/09/2013'. To the right of this is a 'Voucher No.' section with 'Starting' (1) and 'Closing' (6) fields. Further right is a 'Cost Centre' dropdown menu set to 'All'. On the far right are 'View Report' and 'Close' buttons.

**Checklist** is a lookup list which shows the dates last updated, and also identifies any journal entries. This means you can obtain a full picture if you are trying to locate when some change was made to a transaction. The Journal Entry (JE) column shows True if a journal or False if not a journal.

### Outstanding Purchase Orders and Invoices



The form for Outstanding Purchase Orders and Invoices has several sections. On the left, under 'Select', there are two radio buttons: 'Sales Invoice' (selected) and 'Purchase Order'. In the center, under 'Order to Print', there are two radio buttons: 'Invoice/Order No.' (selected) and 'Customer/Supplier'. To the right of this is an 'Invoice/Order No. Range' section with 'Starting' and 'Closing' fields. Further right is a 'Customer/Supplier' dropdown menu set to 'All'. On the far right are 'View Report' and 'Close' buttons.

If you use the facility to produce a sales invoice or a purchase order in advance of creating the actual receipt or payment transaction, this list will show what are outstanding, ie which have not yet been converted into transactions. You can choose which order to print them in, and can limit the list to a range of numbers.

If you select an individual customer or supplier, the list is the equivalent of a statement of unpaid invoices etc and can be used as a reminder to the person concerned. Make sure that all actual transactions have been recorded before you use this list as evidence of the position with a customer however.

Note that all unused orders and invoices will be shown, so this will include any left over from the previous year. If any are no longer required, it is recommended that you delete the original order or invoice so that it no longer appears on this list, or on the search results.

### Bank

☒ Summary report  
☐ Detailed list of all Transfers  
☐ Detailed list for one particular bank

**Bank Transfers** gives a choice of three reports

- a summary of the total of each type of transfer eg total cash paid into the first account, or transferred between two accounts. The transfers list is a useful tool for the auditor to trace movements of money.
- a detailed list of all transfers between bank and cash (ie cash paid into the bank and cheques drawn for cash) and transfers between different bank accounts so that you can check your bank statements.
- a detailed list relevant to a specified bank account.

Select Cash/Bank account  
 Bank: Lloyds Current Account

Cashed Date  
☐ All ☐ Uncashed ☒ Date Range  
 01/08/2014 15 Till 31/08/2014 15

[View Report](#)  
[Close](#)

**Accounts Any Bank** produces a transactions list for a specified bank account for use when carrying out reconciliation or when trying to identify any mismatch with the bank statement.

It shows when cheques have been cashed and calculates the value of uncashed cheques and the expected bank statement balance. It shows both starting and finishing bank balances for that particular bank account, according to the transactions you have recorded in the accounts.

This is a useful method of re-examining the cashed position without having to run through the reconciliation process again. If you select 'All', this list will show all records, both cashed (with cashed dates) and uncashed items.

Alternatively, you can select 'Uncashed' to examine those that remain outstanding, or using 'Date Range' the transactions cashed between two dates.

(Note the cashed column on the Cash account reflects the transaction records but does not mean anything as all items are treated as being applied immediately)

**Bank** gives details of current balances in each bank account and for cash in hand.

**Note: Bank Reconciliation reports** are covered under [Bank Reconciliation](#)<sup>[135]</sup> or [Bank Reconciliation \(All Accounts\)](#)<sup>[142]</sup> and are not accessed from the Reports toolbar apart from the related **Accounts/Any Bank** report.

## VAT

**VAT** allows you to produce VAT lists and reports to check on your current VAT position and to make your VAT returns.

You can report VAT as at a specified date to make it easier to provide supporting information for the VAT returns.

See [VAT Reports](#)<sup>166</sup> for further details

## Flexed Budget

**Flexed Budget** reports on receipts and payments in comparison to where the flexed budget expects you to be at the time of year.

See [Flexed Budget Reports](#)<sup>169</sup> for further details.

## 7.2 Report filters

In most cases you will need to define some parameters to narrow down or 'filter' the results.

Frequently you will need to select either Receipts or Payments.

You will often have to set a starting point and finishing point for the data to be covered in the report. You may also need to filter the results by code or by cost centre, and select what order to display the results.

### Selecting Parameters

Each report will have its own set of parameters to select from, depending on its purpose. Here is an example using the common List of Transactions.

Simply click on each element to filter the report, for example to look at payments, on a given date or in a range of dates, and from one bank account or all accounts, and so on.

Click on **View Report** and the results will be displayed in the Report Viewer window, but the parameters will remain visible.

You can change them to adjust the report results while you have the report open. Click **View Report** again to refresh the report if necessary.

Only use **Close** when you have finished.

Note that the Title of the report is usually a standard one for that particular report. Changing the filters to narrow down the results will not lead to the description in the report header being amended to reflect the filter, so you will need to record exactly what the printed report is meant to represent.

## 7.3 Viewing and Printing Reports

[Search/Zoom](#) | [Print Settings](#) | [Margins](#) | [Council Name](#) | [Enlarged Fonts](#) | [Language](#)  
| [Using Report Filters](#)

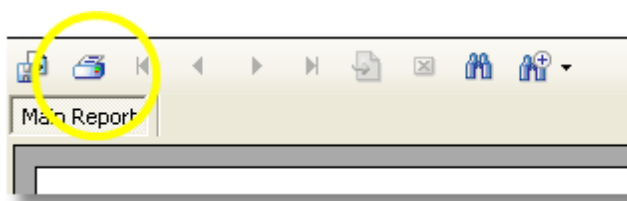
When a report is being viewed on screen, it is possible to control that view or to print out or file the report elsewhere. A separate Report Viewer is used to display reports, and these buttons are available in the Report Viewer window.

### Printing or Exporting the Results

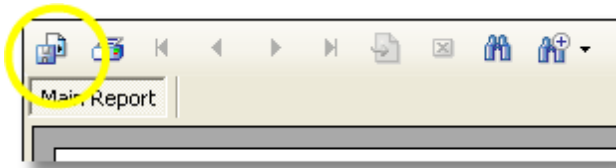
The results will appear in the Report Viewer window. Pages etc will be shown on the bottom line of the window.

You can manage the report functions using the Report Viewer toolbar buttons.

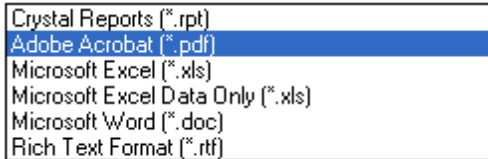
Click the **Print** button to simply print out the report.



To export the results to another format, for use in Word Processor or Spreadsheet etc, click the **Export** button.



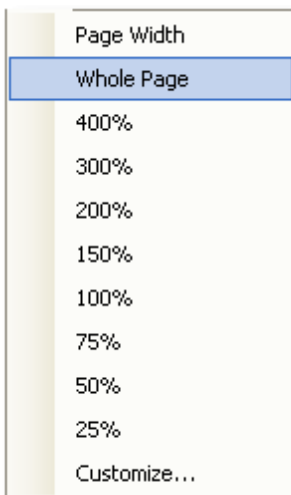
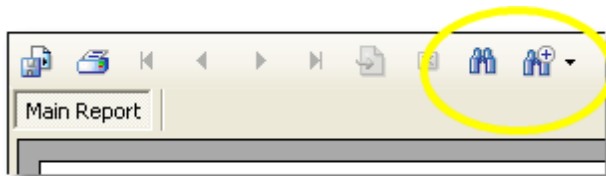
A Save As window will appear where you can select the filename and format.



## Examining the Results - Search and Zoom

To **Search for text** within the report click the left binoculars button.

To **Zoom** in to the report select the right binoculars button and select the zoom factor. You can use this to enlarge the display when viewing the report on screen. Some reports can also be printed with enlarged fonts (see below).

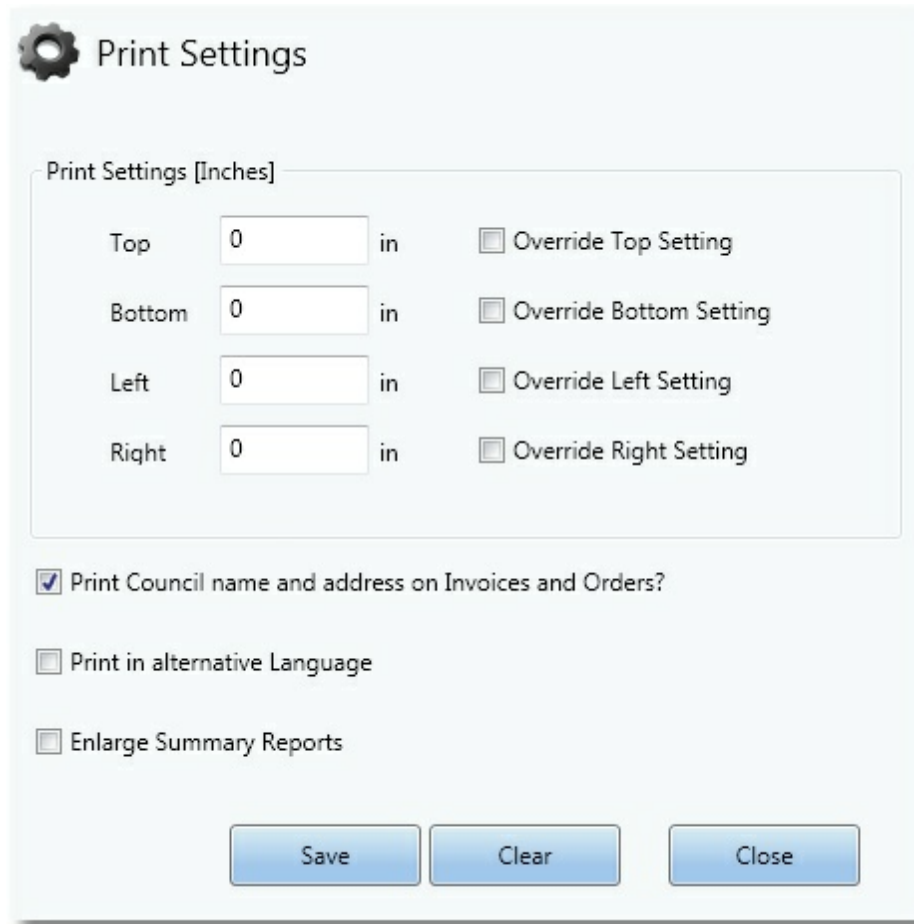


## Adjusting the Print Settings

In most cases the margins contained in the reports will be correct. However in certain circumstance you may wish to amend these slightly, depending on how your printer handles the print boundaries. You may also wish to drop the top margin down to allow for headed paper.

A **Print Settings** dialogue allows you to change any margin. Select this from the **Reports** toolbar.

You are recommended to experiment with these in order to achieve the best result.



The image shows a 'Print Settings' dialog box with a gear icon in the top left. The title is 'Print Settings'. Below the title is a section titled 'Print Settings [Inches]' containing four rows of settings:

Margin	Value	Unit	Override
Top	0	in	<input type="checkbox"/> Override Top Setting
Bottom	0	in	<input type="checkbox"/> Override Bottom Setting
Left	0	in	<input type="checkbox"/> Override Left Setting
Right	0	in	<input type="checkbox"/> Override Right Setting

Below this section are three checkboxes:

- ☒ Print Council name and address on Invoices and Orders?
- ☐ Print in alternative Language
- ☐ Enlarge Summary Reports

At the bottom are three buttons: 'Save', 'Clear', and 'Close'.

The most common requirement will be to drop the top margin down to allow for a pre-printed letterhead. Simply add a value for the top margin (in inches) and tick the checkbox to **Override** the margin setting. (Note that logos or council details can be incorporated directly into orders and invoices)

You can amend any or all the margins in the same way.

Save the settings to retain the margin settings.

Note you must click on the relevant **Override** checkbox to apply them.

The settings will stay on until you turn them off.

You can deselect them by unticking the checkbox, while still leaving the values in place in case you need them again. For example you may find that you need to use them for landscape but not for portrait reports, or perhaps where you may or may not need to use printed letterheads.

Note that the values are in inches, and apply from the printed paper edge not from where the margins were by default. So if you apply a zero value you may still move the margin relative to where it was before.

By increasing top and/or bottom margins you may split a report into more pages. Each page will have the same margins.

By increasing left and right margins you will simply cut off the report's right hand edge if these are too great. They are therefore more appropriate for portrait than for landscape reports. An error message will be shown if you enter unrealistic dimensions in the settings dialogue.

### Print Council Name and Address on Invoices and Orders

Tick this checkbox on if you wish a text name and address to be placed at the top of purchase order or sales invoice documents, or on remittance advice notes, instead of printing onto letterheaded stationery or using an embedded logo image.

The details will be those entered when you [Set Council name](#) <sup>88</sup>

### Enlarge Summary Reports

A selection of reports have a two available layouts, notably the Summary reports. This option takes a report which is normally portrait and prints it in landscape so that the fonts can be enlarged.

Tick the **Enlarge Summary Reports** checkbox to use the enlarged options wherever they are available. See [Enlarged Fonts](#) <sup>162</sup>

### Alternative Language

If you set up alternative terminology under the [Language Settings](#) <sup>160</sup> item on the toolbar, tick the **Print in Alternative Language** checkbox to turn them on.

This means you can print in default English when you wish to, and turn on the alternative language for printing on the occasions when you need to do this.

The alternative language is only applied to certain reports, so that these can be circulated to members or the public in your preferred language. Initially the options covers the Summary reports as well as Orders and Invoices. The more detailed reports for internal use are not currently covered by this approach.

#### 7.3.1 Alternative Language



On the Reports toolbar, click on the **Language Settings** button.

This will display a grid containing all the terms used in the Summary Reports and on Orders/Invoices. These documents have been selected initially as these are the ones most likely to be required in an alternative language on a regular basis and for external use.



You have the option of entering a different term for each heading on the report. This means you can use any language and you can enter whatever local dialect of the language you prefer.

**ABC Language Settings**

Please enter the translation in the alternate language

English sentence	Alternate language translation
Summary of Receipts and Payments	
Cost Centre	
Code	
All Cost Centres and Codes	
Title	
Receipts	
Payments	
Estimated (or Budget)	
Actual	
Variance	
Net Position	
Under/over spend	
Net Total	
Gross Total	
VAT	
Subtotal	
Cost Centre and Name	
Balance Brought Forward	
Balance Carried Forward	
Current Balance	
Net Position by Cost Centre and Code	
Summary Cost Centres Only	
Cost Centre Year Comparison Summary	
Current Year	
Last Year	
ORDER	
INVOICE	
Details of Order	
Order No	
Invoice No	
Account No	
Description	
VAT Registration Number	
Note	
VAT	
TOTAL	

Save Close

Save the entries when complete. You can amend these at any time.


**It is your responsibility to ensure that you use the right terms in the correct places.**

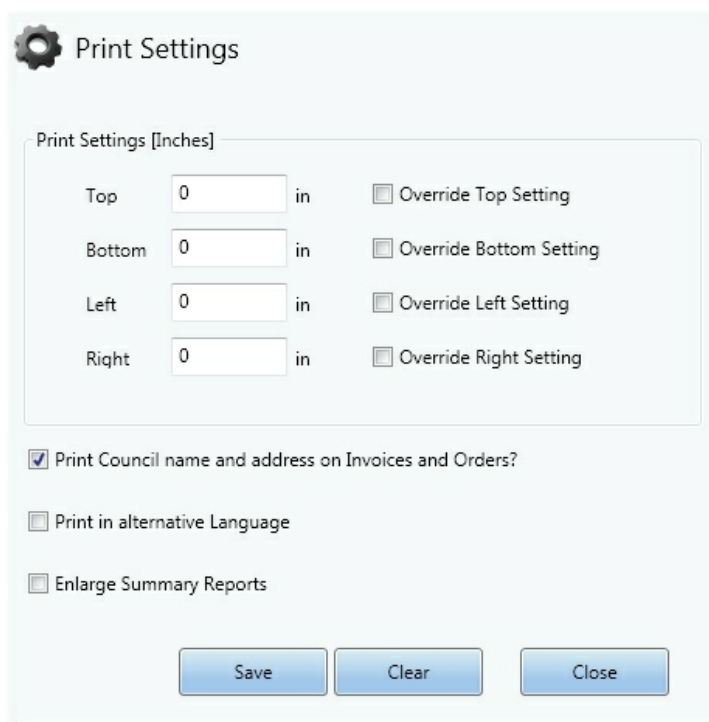
Do not for instance choose a Welsh word for Receipts and enter it against Payments, or you will clearly lose the whole meaning of the report.

For this reason it may be prudent to print out a copy of the screen to prove to auditors that the report as printed does correspond to the meanings assigned by the accounts system.

You can always revert to the default English language version for audit purposes or if any questions arise.

The alternative language is not automatically deployed so you have control when you use it. You may wish to use English for some of the time, or for some of the recipients, and then produce a second language printout for others.

To turn on the alternative language use the Print Settings and tick the **Print in Alternative Language** checkbox. This will print the reports in the alternative language until such time as you untick the checkbox. The terminology will remain in the Alternative Language list until you remove it. Remember the name of the Council itself is set in the [Council Name](#)  utility



**Print Settings**

Print Settings [Inches]

Top	<input type="text" value="0"/>	in	<input type="checkbox"/> Override Top Setting
Bottom	<input type="text" value="0"/>	in	<input type="checkbox"/> Override Bottom Setting
Left	<input type="text" value="0"/>	in	<input type="checkbox"/> Override Left Setting
Right	<input type="text" value="0"/>	in	<input type="checkbox"/> Override Right Setting

☒ Print Council name and address on Invoices and Orders?

☐ Print in alternative Language

☐ Enlarge Summary Reports

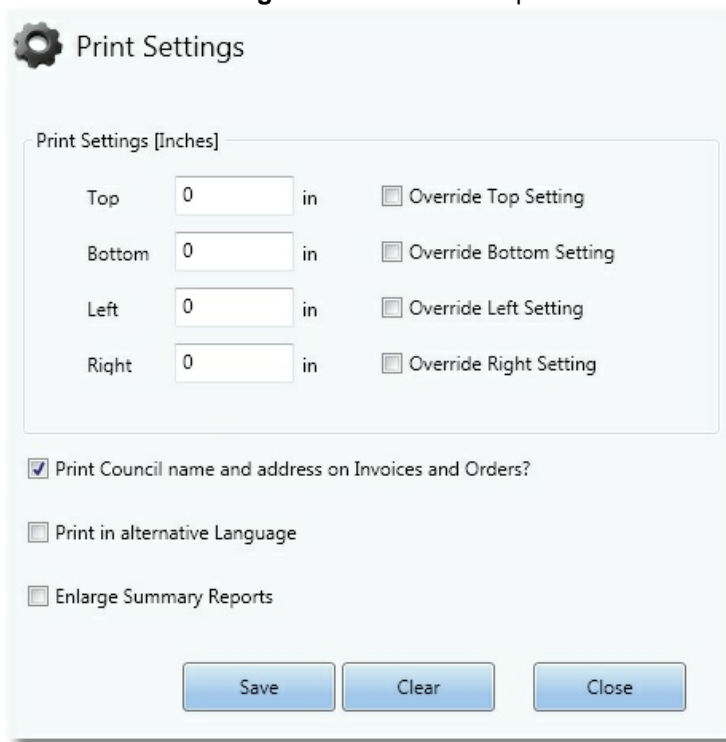
Save Clear Close

### 7.3.2 Enlarged Fonts

To increase accessibility, there is an option to increase the font sizes of certain reports.

The Summary reports have two available layouts. This option takes a report which is normally portrait and prints it in landscape so that the fonts can be enlarged without losing any content.

Go to the **Print Settings** screen from the Reports toolbar.



The image shows a 'Print Settings' dialog box with a gear icon. It contains a section titled 'Print Settings [Inches]' with four rows: 'Top', 'Bottom', 'Left', and 'Right'. Each row has a text input field with the value '0', followed by the unit 'in', and a checkbox labeled 'Override [direction] Setting'. Below this section are three checkboxes: 'Print Council name and address on Invoices and Orders?' (checked), 'Print in alternative Language', and 'Enlarge Summary Reports'. At the bottom are three buttons: 'Save', 'Clear', and 'Close'.

Simply tick the **Enlarge Summary Reports** checkbox (and click **Save**) to swap to the enlarged options wherever they are available. You can revert at any time by unticking the box.

The reports are printed with a larger font size and at 1.5 lines spacing and are designed to meet the recommendations for documents for the visually impaired (using RNIB and Macular Society guidelines as far as possible)

Original Portrait Summary Report

Enlarged Landscape Summary Report

11 March 2015 (2014/2015)

**Town Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	Estimated	Actual
1	CCTV/Maintenance				700.00	600.00	100	300	300
2	Notice Boards				200.00		200	200	200
3	Town Map	15.00		-15	15.00		15		
4	Trans to Community Reserve				320.00		320	320	320
5	Town Fair	4,000.00	2,480.00	-1,520	7,000.00	2,479.99	1,520	-14	-14
6	Christmas Fair	1,200.00	1,801.00	601	2,750.00	2,166.77	583	1,164	1,164
7	Christmas Lights				4,200.00	2,664.72	2,512	2,212	2,212
8	Other Promotions				1,000.00	30.00	970	990	990
9	Web Site				1,200.00	1,200.00	0	300	300
10	Town news/leaflets				2,000.00	772.00	1,228	1,228	1,228
11	Town Guide/Promotional Literature								
12	Play Area/Open Space Maintenance				4,200.00	6,779.21	-2,579	-2,579	-2,579
13	Fees								
14	Rent	1,000.00	1,000.00		175.00	700.00	-525	-525	-525
15	Sports Pitch Maintenance	3,067.00	2,302.00	-765	12,000.00	11,905.00	95	-970	-970
16	Wayleaves	120.00	211.18	91				91	91
17	Allotments	1,000.00	1,056.39	56	960.00	961.00	-01	55	55
18	Water Charges				200.00	176.91	23	200	200
19	Maintenance				200.00	106.72	93	991	991
20	Rates				600.00	216.99	383	383	383
21	Waste/Drainage				200.00	102.17	98	148	148
22	Grave digging				1,200.00	950.00	250	350	350
23	Electricity				200.00	-10.22	210	210	210
24	Maintenance				200.00	752.59	-552	-554	-554
25	Memorials & Fees	5,000.00	6,892.00	1,892	1,000.00	207.00	793	2,209	2,209
26	General Maintenance				940.00	2.45	938	938	938
27	Town Floral Displays				2,500.00	4,299.20	1,799	1,201	1,201
28	Litter & dog bins				450.00		450	450	450
29	Equipment service & maintenance				4,000.00	4,322.29	-322	-322	-322
30	Depot Maintenance				400.00	406.92	-6	-9	-9
31	Mobile Telephones				200.00	110.00	90	140	140
32	Alarm				200.00	112.99	88	194	194
33	Hand tools & equipment		76.20	76	100.00	170.07	-70	6	6
34	Clothing				400.00	226.72	173	140	140
35	Wages				24,450.00	24,666.12	-216	17,791	17,791
36	Vehicle Tax Insurance				1,200.00	1,674.82	-475	-172	-172
37	Fuel				2,200.00	2,226.72	-27	1,271	1,271
38	Trans to Depot Reserve				2,600.00		2,600	2,600	2,600
39	Grass Cutting	1,520.00		-1,520				-1,520	-1,520
40	Salaries Inc. Employers costs				72,000.00	20,622.99	21,377	21,349	21,349
41	Audit				2,000.00	826.92	1,173	1,160	1,160
42	Office Expenses		26.99	27	2,200.00	2,426.92	-227	2,109	2,109
43	Subscriptions/Training				2,000.00	1,222.26	778	2,479	2,479
44	Travel/Mileage				400.00		400	400	400
45	Civil Expenses				2,200.00	443.81	1,756	2,029	2,029
46	Insurance				2,000.00	1,926.00	74	60	60
47	Advertising				700.00		700	700	700
48	Gravel/Grit				4,000.00	2,715.00	1,285	1,285	1,285
49	Trans to Property & Land Reser				20,000.00		20,000	20,000	20,000
50	Trans to Risk Management Res				2,500.00		2,500	2,500	2,500
51	Electricity								
52	Investment Income	200.00	266.12	-66				-222	-222
53	Carers/visitors wages				2,600.00	4,046.43	-1,446	1,520	1,520
54	Insurance				1,000.00	966.00	34	21	21
55	Water rates				750.00	426.99	323	323	323
56	Non domestic rates				6,000.00	5,067.00	933	915	915
57	Gas/Electricity				6,000.00	2,162.12	3,838	2,616	2,616

Page No. 1

11 March 2015 (2014/2015)

**Town Council**  
**Summary of Receipts**  
**All Cost Centres and Codes**

Code	Title	Receipts	
		Estimated	Actual
1	CCTV Maintenance		
2	Notice Boards		
3	Town Map	15.00	
4	Trans to Community Reserve		
5	Town Fair	4,000.00	2,480.00
6	Christmas Fair	1,200.00	1,801.00
7	Christmas Lights		
8	Other Promotions		
9	Web Site		
10	Town news/leaflets		
11	Town Guide/Promotional Literature		
12	Play Area/Open Space Maintenance		
13	Fees		
14	Rent	1,000.00	1,000.00
15	Sports Pitch Maintenance	3,067.00	2,302.00
16	Wayleaves	120.00	211.18
17	Allotments	1,000.00	1,056.39
18	Water Charges		
19	Maintenance		

## 7.4 Budget Management

### Setting up the Budget

Before you start a financial year, you will develop a budget of estimated receipts and payments, in order to determine the required precept for the year.

The budget will be structured in Cost Centres and Cost Codes, and this structure should be replicated in your accounts.

To record the budget for each code, create the Cost Centres and then the Cost Codes, and enter total estimated receipts and estimated payments for the year against each code.

See [Cost Centres](#)<sup>[63]</sup> and [Codes](#)<sup>[64]</sup> for further details.

For further financial control during the year you have the option of profiling or flexing your budget so that for each month or quarter you have a more accurate idea of what you are expecting that month or quarter. You can do this by structuring the budget for each code across the months of the year. This is entirely optional.

To flex the budget edit the estimates under each code. See [Codes](#)<sup>[64]</sup> for further details.

### Printing the Budget

Before you start entering transactions, it is a good idea to print out the budget structure so you have a record. If you have entered all the cost centres and codes, but not yet entered the budget, you can print out the structure of the accounts. If you enter the budget for each code, you can then print out the structure with the budget included.

Use the reports Summary, Summary Nett Codes (with budget) or Flexed Budget (using Calendar month 4)

See [List of Available Reports](#)<sup>[148]</sup> for further details.

### Budget Control

Regularly during the year, perhaps monthly, you can compare actual receipts and payments with the estimates.

There are several reports you can use, including at cost centre level or at code level, and in summary or as a detailed list.

See [List of Available Reports](#)<sup>[148]</sup> for further details.


For a quick look-up of the position you can view the estimated and actual receipts and payments on any selected cost centre or code.

See [Review Cost Centres and Codes](#)<sup>[166]</sup> for further details

When preparing a budget for the following year, it may help to use the report which shows the current and previous years budgets and transactions to date. See [Report \(Cost Centre Year Comparison\)](#)<sup>[149]</sup>

## 7.5 Review Cost Centre or Code

View Cost Centre details

Select Cost Centre:  

Cost Centre No. 5  
Precept

	Estimate	Actual	Variance
Brought forward		<input type="text" value="0.00"/>	
Receipts	<input type="text" value="27000.00"/>	<input type="text" value="13500.00"/>	<input type="text" value="-13500.00"/>
Payments	<input type="text" value="0.00"/>	<input type="text" value="317.50"/>	<input type="text" value="-317.50"/>
Balance Forward		<input type="text" value="13182.50"/>	

This is a summary check of activity on a single cost centre or a single code.

Select the cost centre or code from the list.

The report shows total receipts and total payments for the cost centre, the estimates and the balances.

Looking horizontally compares the actual figures to date with the budget figures. The variation from budget is displayed for each.

Looking vertically down the central column, the present balance gives the net effect of receipts and payments, and takes into account any brought forward balance allocated.

This is a view screen for regular checking, and is not a printed report.

## 7.6 VAT Reports


There are four VAT Report options.

Select

☒ Summary ☐ Lists

☐ VAT 100 ☐ Form 126

Select Date

As on  

- o The **Summary** is a position check of the VAT account at a given point in time.

- For VAT registered councils, the **VAT 100** form and the supporting **Lists** are normally used to obtain the VAT transaction data within a defined period.
- For unregistered users, the **Form 126** option is a list to support a refund claim covering a given period.

These are explained further below.

## Summary

The **Summary Report** provides a check on input and output VAT, ie the VAT charged on receipts and the VAT paid on suppliers' invoices, and shows the amount of VAT charged and paid to date and the balance to be claimed. The assumption of the report is a refund inward flow from HMRC.

Any balance brought forward has been taken into account, and the carried forward balance is the amount of refund which you could claim as at the date of the report.

If you do claim it, the VAT refund should be entered as a normal receipt transaction (as wholly VAT) when you receive it, and that would then reduce the amount shown by this report in the future.

If the balance is negative, this represents the amount the Council owes to HMRC because the amount of VAT charged on trading activities is greater than that the Council has paid out to suppliers.

**Select Date** allows a precise date for the VAT summary to be calculated, as you may not be doing the return on the last day of the quarter.

## VAT 100 Form

**VAT 100** produces the quarterly claim return required by HMRC from some Councils, depending on the extent of their trading.

The screenshot shows a web interface for selecting VAT reporting options. It is divided into three main sections: 'Select', 'Select Quarter', and 'Date for tax return'. In the 'Select' section, there are four radio buttons: 'Summary', 'Lists', 'VAT 100' (which is selected), and 'Form 126'. In the 'Select Quarter' section, there is a text input field labeled 'Enter Quarter no (1 to 4)' with the number '1' entered. In the 'Date for tax return' section, there are two date pickers: 'Start Date' set to '01/04/2011' and 'Finish Date' set to '30/06/2011'. Both date pickers have a calendar icon to the right.

The VAT 100 form is a quarterly business return, and this option provides details of turnover and of VAT amounts, and provides the figures for the different boxes in the return.

The amount of VAT to be paid to HMRC, or to be refunded by them, will be calculated automatically.

If you select a normal quarter, the dates will be calculated automatically.

If you need to make returns for non-calendar quarters, select the start and finish dates using the calendars.

Note that some of the totals on the form exclude VAT type 'X' for transactions outside the scope of VAT, so you should use 'X' as a standard type if you wish this report to be wholly correct.


This form mirrors the HMRC online submission so if you are happy with the VAT Summary report, you can normally just copy the values into the corresponding boxes.


Also print out the lists to support the values entered in the VAT return.

## VAT Lists

**Lists** provide details of the transactions within the relevant period, to back up and cross check the return.

You can select any individual VAT type for a list, for instance all zero rated or all exempt items. If you select 'All' the list will contain all transactions where the VAT amount is more than zero, regardless of the VAT type.


To provide the fullest information, you will need to have captured the details of the suppliers, including their VAT registration numbers, using the [Supplier](#)  options under the Setup menu.

VAT Types need to be carefully defined for the VAT reports to work effectively. See [VAT Types](#)  for further details.

## Form 126

Where the Council is not registered for VAT you can reclaim purchase tax on expenditure for non-business activity. Normally you will use the prescribed VAT Form 126, which requires a Schedule detailing the transactions to accompany it.

You can use this report to produce the schedule, and then just attach it as page 2 of the return. This report will include any payment transaction which has a VAT component.

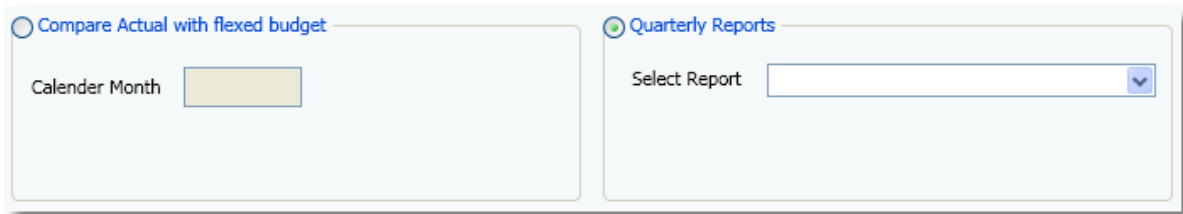
To provide the fullest information, you will need to have captured the details of the suppliers, including their VAT registration numbers, using the [Supplier](#)  options under the Setup menu. You must also have captured the suppliers' invoice dates when recording the payment.

Note that if you omit a supplier invoice date, there will clearly be a blank for the date which means that any such items will appear at the top of the list, because the list is in date order. This will show where you need to go back and enter them if you wish.

**Tip:** If you have some business and some non-business activity, or items which are exempt on account of them being at a small scale as defined in the VAT Notice, you may wish to introduce separate VAT types to cover these. You can then list out transactions for these VAT types and manually remove items from the 126 schedule where they do not comply with the 126 claim. You can export the report and edit it prior to submission to HMRC.



## 7.7 Flexed Budget reports



The screenshot shows a web interface for generating reports. It features two tabs at the top: 'Compare Actual with flexed budget' (selected) and 'Quarterly Reports'. Below the 'Compare Actual with flexed budget' tab, there is a label 'Calendar Month' followed by a text input field. Below the 'Quarterly Reports' tab, there is a label 'Select Report' followed by a dropdown menu with a downward arrow.

This report will produce a detailed comparison with the flexed budget rather than the annual budget.

You can produce this comparison on two different timescales;

- Select a Month to compare with. Note the month number to enter is the calendar month (April is month 4 not month 1)
- Select a quarter under **Quarterly Reports** if you wish to see the position up to the end of any of the four quarters of the financial year.

**Part**



## 8 Year End

Remember you do not have to finalise your end of year accounts before starting on the next year. It is better to set up the new year and start using it as soon as you get to April. However there are some tips below about what you may find easiest.

### **IMPORTANT: Bank Reconciliation**

Before you embark on any Year-End accounts, make sure that you have reconciled all your bank accounts and confirmed your VAT position for 31 March.

Timing is not critical but you may find it helpful to complete the [bank account reconciliation](#)<sup>[135]</sup> for 31 March before you enter any new transactions in the following year, so that there is no confusion. Similarly it is good practice not to perform any bank reconciliation in April (ticking off old year cheques cleared after 1 April) unless you have completed and printed the year end reconciliation reports.

For the simplest approach, try to do the reconciliation of all the individual accounts as soon as possible after 1 April. You can usually obtain a print out on that date from the bank, but you can wait for the normal statement if you wish. Make sure you select 31 March as the cashed date, and only tick off the items from the statement which were presented on or before 31 March. This will later on allow you or your auditor to backtrack the [All Banks Reconciliation](#)<sup>[142]</sup> to 31 March even if done several weeks later, and achieve an accurate end of year reconciliation.

Once you have completed your 31 March checks, you will be confident of your year-end bank balances which you can then transfer to the new year, and then you can continue with reconciliation when you log in to the next year. See [Start of Year](#)<sup>[83]</sup>

**See Also :** [FAQ Tutorial](#)<sup>[29]</sup> relating to common Year End questions

For all Councils where the annual turnover exceeds the prescribed limit and in order to comply with the Accounts and Audit Regulations and current guidance, the Receipts and Payments (cash book) accounts must be converted into an Income and Expenditure Account. Full details are contained in the Accounting Guidance for Local Councils: Practitioner's Guide (downloadable from NALC). The process is fully described below.

(Be careful as you approach the thresholds, as you will need to re-examine 3 year's accounts in order to present them all on the same basis, so the best advice is to discuss this with your internal auditor if it looks as though you may need to change over.)

For Councils with annual business of less than the above threshold, it is not a requirement to do the conversion, as only the **Annual Statement** is essential, but you can choose to do more if you wish or if recommended by your Internal Auditor.

### **Sticking to Receipts and Payments?**

#### **IMPORTANT:**

If you are only producing the Annual Statement on a Receipts and Payments basis, you do not need

to use all the other functions on the Year End Menu or perform any conversion or calculation processes.

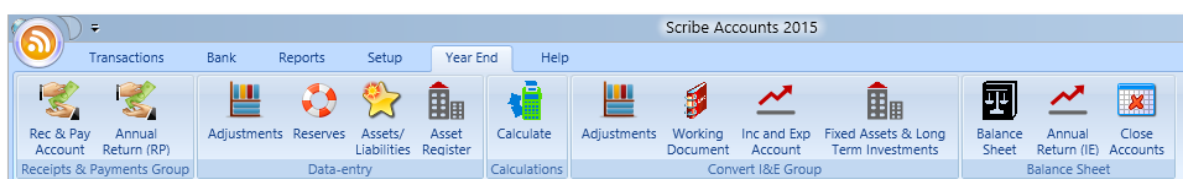
Click [HERE](#)<sup>[178]</sup> for details of how to complete the year end on a **Receipts and Payments** basis.

Note that only users with **Administrator** privileges can access the Year End Menu

The details below explain all the stages and options available.

You can also view the worked [I&E Examples](#)<sup>[205]</sup> as a tutorial.

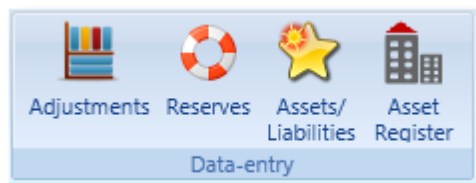
## Converting to Income and Expenditure



To produce your final accounts on an Income and Expenditure basis, you need to perform the following:

1. Enter (or update) the additional year-end data:
  - Add **Adjustments** to bring the business on each code into an I&E position
  - Determine whether any of your overall balances should be described as **Reserves**
  - Determine whether any short term **Assets and Liabilities** should be declared on the balance sheet
  - Check or update the **Asset Register** of long term assets and investments
2. Carry out the **Calculations**
3. Produce the necessary **Reports**

## Data Entry



Use up to four Data Entry toolbar options.

### Adjustments

You should use this option in the Year End menu if you need to take into account transitional items such as debtors and creditors, in order to convert to an Income and Expenditure account. The process adds extra records to give a more accurate account of the overall financial position.

See [Adjustments](#)<sup>[178]</sup> for further details.

### Reserves

You may have specific reserve funds which you should show separately in the balance sheet. This allows you to record transfers from the General Fund to the other reserve funds.

See [Reserves](#)<sup>[181]</sup> for further details.

### Assets and Liabilities

You may need to add into the balance sheet any short term assets and liabilities (not short term investments) .

See [Assets and Liabilities](#)<sup>[183]</sup> for further details.

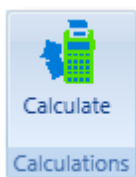
### Asset Register

Using this tool you can create and maintain a register of all your long term investments and fixed assets.

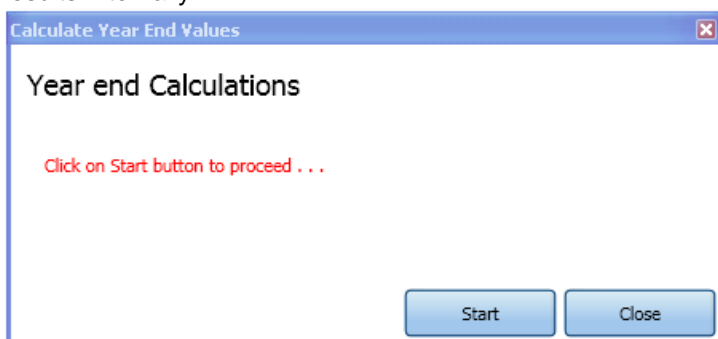
See [Asset register](#)<sup>[186]</sup> for further details.

Note you can enter this data into these three options at any time, for instance at the time you decide to move funds into an Earmarked Reserve, but you should always recheck the position as at 31 March.

## Calculate



After completing all the necessary entries, you can now calculate the adjusted financial position. Click on the **Calculate** button on the Year End toolbar. This will carry out the calculations and file the results internally.



If your accounts do not balance, you will see an error message when you run the **Calculate** function.

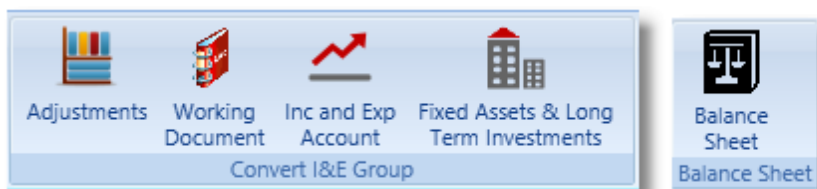
If so, you will need to go back and resolve the issues.

Note you can still print off the reports described below to help identify where the problem lies.

## Produce the Documents

There are 5 reports immediately available at this stage.

You can run these reports at any time, but you will need to first carry out a **Calculate** to obtain up-to-date figures.



- **Adjustments**

This report provides a list of Adjustments, code by code, divided into six sections corresponding to the type of Adjustment.

You can use this list to explain the Adjustments to the Auditor.

This list will also explain the effect of each group of adjustments on the Income and Expenditure account. They may have the effect of increasing or decreasing, and may affect income or expenditure - for instance Outstanding Bills increases the Expenditure totals.

- **Working Document**

The Working Document provides a list of the Cost Centre totals, on an Income and Expenditure basis, and gives a comparison between the previous and current years.

It shows the adjustments for each Cost Centre in the current year, and shows the adjustments from the previous year which have been reversed out of the Income and Expenditure Account for the current year. This negation of the previous year adjustments is needed in order to preserve continuity of the Income and Expenditure accounting year on year.

- **Income and Expenditure account**

This document shows the total business in Income and Expenditure terms, including transfers to other funds. Last year's data is included for comparison. [ Note you can also print the simple Receipts and Payments account if you wish to see the original cashbook statement.]

- **Fixed Assets and Long Term Investments**

This report prints out the asset register to support the figure quoted in Box 9 of the Annual Return.

- **Balance Sheet**

The Balance Sheet uses all the above information to produce a statement of the financial position of the Council. All the adjustments, reserves, assets and liabilities are taken into account, together with the bank and VAT balances.

See further details of the [Balance Sheet](#) <sup>185</sup>

## Annual Statement



This function allows for the creation of the Annual Return. You will need to select the Income and Expenditure version of this Statement.

See further details of [Annual Return](#) <sup>177</sup>

## Closing the Accounts



Once the Accounts have been approved by the auditor, the accounts should be closed. This will lock down the accounts so that they cannot be amended. The closing process will also copy details ready for the next year end, so you must close the accounts at some point.

See further details of how to [Close Accounts](#)<sup>187</sup>

## Restating the Accounts

If you have discovered an error after completion of the previous year Audit, you should not amend that year's accounts unless expressly required to do so by the external auditor.

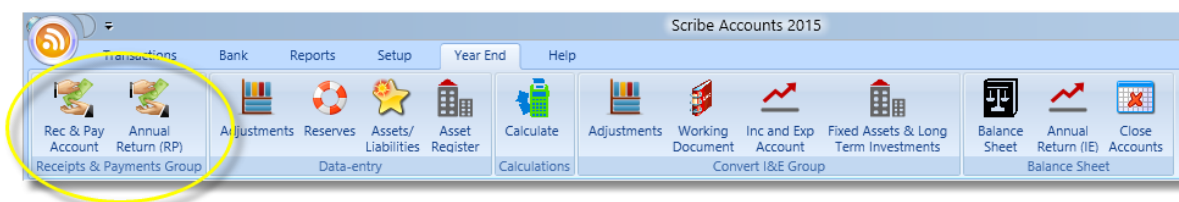
You are not allowed to amend data in the system once the accounts have been closed.

Instead, amend the Previous Year Balance Sheet figures, as brought forward into the new year, and show them to be 'Restated'. Provide a clear explanation to the auditor for the differences.

See further details about [Restating Accounts](#)<sup>189</sup>

## 8.1 R&P Year End

If you are under the threshold for needing to produce an Income and Expenditure account, you can elect to complete your Annual Return on a Receipts and Payments basis. This creates accounts based entirely on the transactions as recorded for actual business within the financial year without any adjustments.



There are two specific reports to support a Receipts and Payments Year End.

### 1. Receipts and Payments Account

This is a simple report showing all the business including the opening and closing balances. It can be supported by other reports, such as the Detailed Cost Centre report.

Make sure you have reconciled your 31 March bank balances and VAT balance before you start.

Note this report can be used at any time during the year to provide a simple position statement. The year end certification note can be deselected.

## 2. Annual Return

You can complete the annual statement on a Receipts and Payments basis, in accordance with the guidance for local councils. The figures in the report will correspond to the requirements of the regulations and guidance.

You will need to select the Receipts and Payments version of the Annual return, as this is calculated differently.

See further details of [Annual Return](#)<sup>[177]</sup>

These two reports (together with bank reconciliation reports) are all you will need to complete a basic year end using Receipts and Payments accounting.

## Asset Register



If you wish to maintain a register of fixed assets and long term investments, you can do so using the table provided. This will then put the appropriate value into Box 9 of the Annual Return. If you choose not to use the asset register you will have to calculate and enter a Box 9 value manually. See [Asset register](#)<sup>[186]</sup> for more details

Note that even for a Receipts and Payments account you will still need to use the [Close Accounts](#)<sup>[187]</sup> function to copy the end of year figures, including the Annual Return, into the next year.

If you have any discrepancies in your first year, double check what you entered in the **Restate Last Year** process for the previous year end. Remember that for a Receipts and Payments account, which is NOT being converted to Income and Expenditure, your General Fund should equal your Bank balances because this will be a strictly 'cashbook' account and should not take account of any VAT balance.



## 8.2 Annual Statement

The application will produce the Section 1 Statement of Accounts for the Annual Return.

**There are two versions of the Annual Return.**



One is done on a **Receipts and Payments** basis and applies if you do not convert the accounts to Income and Expenditure.



The second is done on an **Income and Expenditure** basis and should be used if you have converted to I&E and produced a Balance Sheet.

Make sure you select the correct version. The Report will state the basis used.

### Producing the Annual Statement

In order to calculate the totals required by the Return you must identify which codes belong to each of the headings required by the report.

These are

- **Precept**
- **Staff costs**
- **Capital Repayments**

Any other codes will be incorporated into the 'other codes' totals.

Click on the red '**Select Precept, Staff & Capital Repay Codes**' button to display the code selection list. Each code can be identified as belonging to one or none of the three categories. To select a Code, highlight it and then click on the checkbox.

**Select  
Precept, Staff &  
Capital Repay  
Codes**

View Report

Close

Select codes for Precept, Staff and Capital Repayment

Code_ID	CodeTitle	Precept	Staff	Capital Repay
1	Clerks Salary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Audit Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The selections will be preserved so when you come back to run the report again, for instance after you have made some corrections, you will not have to start from scratch, although you can of course change

the selection if you need to. The selection will also be preserved for next year.

When finished you can produce the Annual Statement document by clicking on the **View Report** button.

**Note**

If you can't understand a figure in the Annual Return, remember that -

1. The value will be derived from both transactions and code transfers (you can produce a code transfer report to identify them)
2. For a code selected in one of the three specified columns it will also be taking the net values from those selected codes (eg plus receipts minus payments) to allow for minor cost offsets eg salary deductions etc (you can produce detailed cost centre reports to identify this)
3. For the Income and Expenditure version it will also take into account Adjustments in the current year and the reversing out of Adjustments from the previous year (this will be explained in the Working Document report)

See [Examples](#)<sup>[197]</sup> for further details on how the Annual Return report is calculated.

Back to [Year End menu](#)<sup>[171]</sup>

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## 8.3 Adjustments

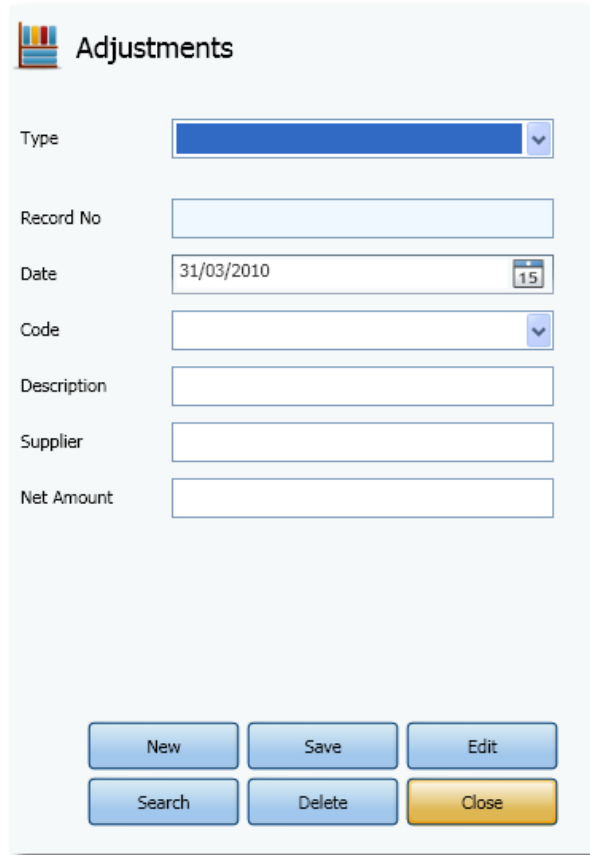
If your annual turnover is over the relevant threshold, you must convert your Receipts and Payments into Income and Expenditure. Below those thresholds, you can choose whether to convert or not.

To convert, the first thing you must do is consider whether any business would be more accurately said to relate to the new financial year.

You can enter these details at any time, but clearly this should be done, or double checked, as close as possible to 31 March so that the information is valid. You can go back and edit these records

### Entering Adjustments to the R&P Accounts

Click on **Adjustments** in the Data Entry part of the Year End Toolbar

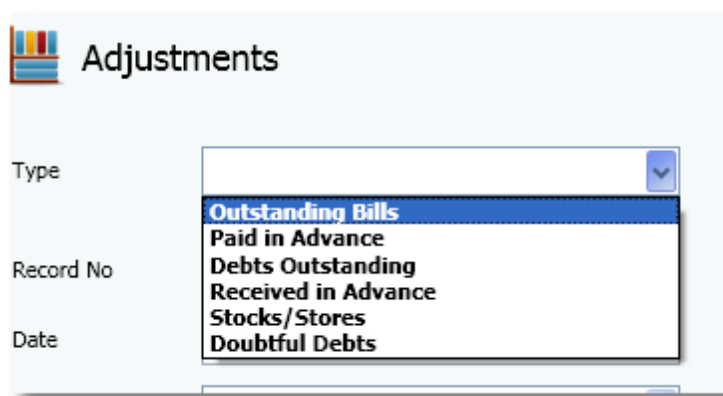


The image shows a software window titled "Adjustments" with a small icon of a book with colored pages. The window contains several input fields and a set of buttons at the bottom. The fields are: "Type" (a dropdown menu), "Record No" (a text box), "Date" (a text box containing "31/03/2010" and a calendar icon), "Code" (a dropdown menu), "Description" (a text box), "Supplier" (a text box), and "Net Amount" (a text box). The buttons at the bottom are "New", "Save", "Edit", "Search", "Delete", and "Close".

You must select a normal code for each adjustment, so that the Adjustment can be related to a Cost Centre in the accounts. The Description and Supplier can be entered as free text so you can explain the nature of the adjustment - you do not have to look up any details.

The record buttons such as Search and Edit operate in the same way as for transactions, so you can easily find any record you have previously entered if you need to amend it.

Each entry made must be allocated to one of the six standard types of Adjustment. These will be processed differently in the calculations.- see examples below.



## Understanding Adjustments

An Income & Expenditure Account relates to the true cost of providing services by dealing with incomings and outgoings for the year, regardless of when the actual cash transactions took place. The Adjustments need to be entered which will impact on the creditors/debtors, and will be automatically included in both the Income and Expenditure Account and the Balance Sheet, and in the Annual Return. In the following year they will be reversed out automatically.

You do not need to enter every single penny, but need to show items which are significant. The level of this is discussed in the Accounting Guidance and is also worth discussing with your Auditor.

The first four options are concerned with timing:

**OUTSTANDING BILLS** adds creditors as at 31 March into the accounts. Check all invoices received but not paid, and use the invoice date as the dividing line (as this corresponds to the way VAT is handled in Income and Expenditure terms). Note this only covers invoices received, not purchase orders.

**PAID IN ADVANCE** takes any payments made where the cost relates to the subsequent year, for instance insurance premiums or maintenance contracts. You can allocate a proportion of the cost if you wish.

**DEBTS OUTSTANDING** covers payments still due to the Council at 31 March and will create debtor figures for each cost centre. If you issue invoices and have not entered actual receipts, enter each unpaid one.

**RECEIVED IN ADVANCE** relates to receipts you have already collected which relate to the following year, for example for advance bookings or fees.

There are two other items to consider.

**STOCKS/STORES** is used to record information about the value of stock held when this is substantial (ie over £1000) and which therefore needs to be treated as available for subsequent years.

**DOUBTFUL DEBTS** is likely to be used rarely, but if any can be identified they should be shown in order to be flagged up in the Balance Sheet. Enter a total provision as at the year end. Doubtful Debts does not need allocating to a cost code - this will be processed automatically.

Note that **VAT** is also an adjustment, but this is processed automatically.

Note that **Unpresented cheques** do not constitute Outstanding Bills at year end. They have been properly accounted for within the year as payments, even if the money has not left the bank account. They will show up in the bank reconciliation but should not be entered as adjustments.

You can use Search to examine and edit any adjustment entries, and you can use the Adjustments report (in the 'Convert I&E Group' on the toolbar) to list them.

**Tip**

You have some open orders where you have ordered equipment in the last year, the budget was allocated in the last year, but you have not received both goods and invoice. How do you account for this?

- If you have the invoice, see Outstanding Bills above.
- If you have the goods but have not received the invoice yet, you can still put an estimate of the Net figure (no VAT) in the Outstanding Bills adjustment. This is because you are expecting a bill and you know the work/goods (or most of it) has been done.
- If you have placed an order but have received neither goods or invoice, just treat this as part of the balance carried forward and increase the budget spend next year to cover it. You will need to do this in all these examples as the actual receipt or payment transactions will be entered into next year's accounts.

## 8.4 Internal Reserves

See Also : [FAQ Tutorial](#)  relating to Earmarked Reserves

### Year End Reserves

Select **Reserves** from the Year End Toolbar.

**Reserves**

To make a transfer FROM the General Fund Balance use a normal positive entry.  
To make a transfer TO the General Fund Balance enter negative figures, i.e. -1000.00

	Brought Forward reserves	Enter any additional Transfers	Resultant figures
Capital	1000.00	1000.00	2000.00
Earmarked	0.00	1000.00	1000.00
Gen Fund before transfers to Capital and Earmarked Reserves			18180.00
General Fund after transfers to Reserves			16180.00

Close

You can enter details of transfers to or from Reserves at any time.

It is not essential to incorporate these, but if your Council has deliberately identified part of the overall balances for a special project, then this can be incorporated.

You can hold details of two types of reserve within the accounts. These are **Capital** and **Earmarked** Reserves. Any part of your balance which does not form part of these reserves is automatically shown as part of the General Reserve (General Fund) figure.

You are able to transfer to and from Capital and Earmarked reserve funds and the General Fund. If you are, say, diverting funds annually for a particular project, you can enter the transfers to the particular reserve. Use a positive figure to transfer to a fund from the General Fund. To transfer back to the General Fund use a negative value.

When you view this screen the current value of the General Fund will be shown, but only up to the latest **Calculate** position.

You do not have to amend the bank account balances as the reserves are within the total bank balance and you are merely defining the purposes for which you will be using your bank balance monies.

The transfers to and from the reserves will be shown on the Income and Expenditure Account to explain the balances carried forward.

The resultant fund totals will be shown on the balance sheet.

If you have money earmarked to be spent during the year and you find it is unspent at the year end, you will probably wish to transfer this into the new year. In practice you will have money in the bank

that you now intend to spend the following year so increase the payments budget in the new year to allow for it. If you have £10,000 to spend that should have been spent last year just add it to the budget to spend this year. Also include it in the earmarked reserves at the year end so it can be clearly seen by the auditor, and will not attract comment about the level of precept in the new year.

## Managing Earmarked Reserves and Project Spending

The above section describes accounting for your reserves at the end of the year. However you may have a long term project which you need to keep separate so you can report progress.

There are two different approaches to consider, and you can use either or both.

### Cost Centres

If you identify a cost centre it will be easier to report on it. Within the codes for that, you can enter opening balances which in total will match your earmarked reserve

By starting with a brought forward balance, perhaps adding an element of precept, perhaps incurring expenditure during the year, and ending with a new balance, you will be able to see the project developing. This is the main purpose of having an opening balance on a code, and will allow you to report more fully than the summary reports which only look at the annual precept and budget.

### Bank Accounts

You may find it easier to manage the funding if you create a new bank account in the records and transfer the amount of the reserve to it. This may be an actual bank account specifically set up or it can be a nominal account which does not really exist, and will form part of another bank account balance. If so you will need to add the two together when reconciling your bank statement. This approach means that you can transfer 'real' money to the project account, and progress on that will be distinct to the rest of the accounts. This will be useful if you have external funding coming in to the project which you can show separately.

The year end position will still be entered on the balance sheet, as described above.

## 8.5 Assets and Liabilities

See [Asset Register](#) <sup>186</sup> for how to manage your list of fixed assets and all long term investments, which will be reported on the Annual Return.

In addition to those assets you may need to specifically add other items directly onto the Balance Sheet.

What you can enter here are values for short term assets and liabilities which are not covered in the Asset Register and do not form part of the Investments covered by your bank account records.

### Definitions: Investments

Short term investments are included in **Box 8** on the Annual Return. These include bank deposit accounts and other short term savings accounts. These should all be allocated a bank account and the balances will be included in the Cash in Hand figure on the balance sheet. You will need to enter a Transfer between bank accounts to reflect movement of monies into or out of these investment accounts.

Long Term investments include such things as Government securities where their acquisition may appear as a payment rather than as an investment, hence the need to show it clearly. They remain outside the accounts as they are entered as expenditure when purchased, and they diminish the Council balances. On maturity they come back in to the accounts as income. Long Term Investments need to be shown on the Asset and Investment Register. The totals on that register will be added into **Box 9** on the Annual Statement.

To add in other values, select **Assets/Liabilities** from the Year End Toolbar.

**Assets and Liabilities**

The following items are shown on the Balance Sheet. In most cases they will be zero but you may amend as necessary. If Assets they will be added to the ADJUSTMENTS. If Liabilities they will be deducted.

Assets

Work in Progress

Temporary Lendings

If you have any doubts leave all at 0

Liabilities

Temporary Borrowing

Save Close

You can enter details at any time, but you should double check at the year end that the figures are valid.

These will not appear in the Income and Expenditure account as they relate specifically to the position at the year end and so will only appear in the Balance Sheet.

The actual transactions which gave rise to these will have been recorded in the normal way during the year, or previous years, and by entering figures in the Balance Sheet you are merely identifying more accurately the availability of your funds.

The net effect of all these entries will be represented by the Adjustments line on the Balance Sheet under the Funds section.

#### See Also

[Creating a New Bank Account](#) <sup>68</sup>

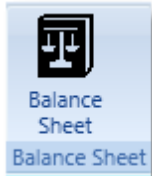
[Transfers between Bank Accounts](#) <sup>133</sup>

[Annual Returns](#) <sup>177</sup>



## 8.6 Balance Sheet

Make sure you have run the **Calculate** function first so that your figures are up to date.  
Then click on **Balance Sheet**.



### Produce the Balance Sheet

Selecting this Report will produce the Balance Sheet, which will incorporate the details from the Income & Expenditure Account.

It will set out the Assets and Liabilities of the Council at the year end.

The different types of adjustments from the R&P account (advance payments etc) will be incorporated, and Doubtful Debts will be taken into account.

The Balance Sheet will also include reference data you have entered for Assets and Liabilities:

- Work in Progress
- Temporary Lending
- Temporary Borrowing

[Click here](#) <sup>197</sup> for examples which shows where all the adjustments end up on the balance sheet.

Scribe Town Council BALANCE SHEET 31/03/2014			
(Last) Year Ended 31 Mar 2013		(Current) Year Ended 31 Mar 2014	
£		£	
	<b>CURRENT ASSETS</b>		
0.00	Stocks and stores	500.00	
0.00	Work in progress	3,000.00	
500.00	Debtors (Net of provision for doubtful debts)	-200.00	
0.00	Payments in advance	300.00	
200.00	VAT Recoverable	226.00	
0.00	Temporary lendings (investments)	4,000.00	
1,300.00	Cash in hand	5,979.00	
2,000.00	<b>TOTAL ASSETS</b>	13,805.00	
	<b>CURRENT LIABILITIES</b>		
1,000.00	Creditors	300.00	
0.00	Temporary borrowing	5,000.00	
<u>1,000.00</u>	<b>NET ASSETS</b>	<u>8,505.00</u>	
	<b>Represented by:</b>		
1,000.00	General fund Balance	2,505.00	
	<b>Reserves:</b>		
0.00	Capital	2,000.00	
0.00	Earmarked	2,000.00	
0.00	Adjustments	2,000.00	
<u>1,000.00</u>		<u>8,505.00</u>	

Back to [Year End menu](#) <sup>171</sup>

## 8.7 Asset Register



Click on the Asset Register button on the year end toolbar. You can do this at any time of year and do not have to wait until you are preparing the accounts.

The purpose of the register is to record your fixed assets and long term investments. This can be used regardless of whether you prepare your accounts on a Receipts and Payments basis or an Income and expenditure basis.

Asset Register									
Cost Centre	Asset Description	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life	Usage/Capacity	Charges	Delete

This is a table where you can enter all your items.

Try to abbreviate the text - you can enter approx 50 chars in some of the columns and you can expand the columns on screen but not all of this will appear on the printed report.

You can record anything you wish, but the columns reflect the recommendations in the Practitioners Guidance.

You should enter all assets, including community assets, even if they have been gifted.

Purchasing an asset or investing in a long term investment should be recorded as expenditure. At maturity of an investment the income should appear as a receipt, and be removed from the asset register. Such receipts and payments will appear in the normal boxes on the annual return, irrespective of their place on the asset register and the inclusion of their value in Box 9. The asset register is a way of maintaining box 9 only.

Cost centres can be selected from the drop down menu. The Asset Register report can then be sub-totalled by cost centre.

The value which will appear in Box 9 of the Annual Return will be the total of the Purchase Value column, not the current value column. The purchase value must not be changed during the lifetime of the asset as depreciation is not taken into account in the Annual Return and the book value will remain constant.

You can enter extra items at any time of year. When you click on Save, the total will be posted into the Box 9 of the current logged on year. You can repeat this whenever you wish, and when you produce the Annual Return the current total will be used.

When you Close accounts, this Box 9 figure, like the other boxes, will be posted across into the next year's return as a last year figure. Note that the first time you use the register there will be no last year figure so you will need to enter it manually from your previous records.

## 8.8 Close Accounts

Be certain that you have finished with the year before you Close the accounts. However you must perform Close Accounts at some point.

This function should be used once the Audit has been successfully completed and the accounts signed off.



Select **Close Accounts** from the Year End Toolbar.



This function performs the following actions if selected on the Close Accounts screen:

- **Locks down** the previous financial year so that it cannot be amended. Check the **Close Accounts** checkbox.
- **Copies** the end of year Balance Sheet data, including all the adjustments, the cost centre income and expenditure (for the Working Document and I&E Account), and the Annual Return data, into the next financial year. This will be into the year which is now current (as you will be closing the accounts well after 1 April), and stores the closed accounts data as 'last year's accounts' in the current year.

Make sure you check all the actions you wish to perform.

**Generally you should tick all the required boxes at one time**

Only select the relevant boxes - this means that as well as the top 'Close accounts' box you will also check either the next two boxes OR the RP box. You will not be permitted to check both Annual Return boxes.

Click on **Copy Data and Save** to carry out the required actions. (Note the Close button has its usual meaning of Close the form, not Close the accounts)

You can copy the data after you have closed the accounts, but you cannot copy the data until you have closed the accounts.

(If you should duplicate the copy process, this will not affect any data already entered in the next (current) year, but it will replace any data you have expressly entered in that year using the Restate Last Year process, which you would then have to repeat)

So the advice is to follow these 3 rules:

1. Do not Close the Accounts until you are ready
2. Close and Copy everything at once
3. Do not go back to that again

If you discover an error after the accounts have been closed, you should adjust the brought forward last year's data in the new year accounts, by using the [Restate Accounts](#) <sup>189</sup> functions in the current year you are now working with.

Do not go back and try to alter the previous year's accounts have they have been signed off. You will not be allowed access to any action which amends the data. You can view any reports and search and view data, but no Save or Edit buttons will be available.

This is one reason why the Close Accounts function is included and is a variation from Version 8 Scribe accounts (which sometimes needed the last year to be rerun). You should never now need to go back.

Note that Close Accounts does not prevent you seeing uncashed transactions from the previous year when reconciling, and it does not prevent you copying details such as suppliers or descriptions from the previous year. It merely locks down user access to the data on the previous year transactions screens etc

### What if I am told to Re-open the accounts?

It is possible to Re-open the accounts, by un-checking the Close Accounts checkbox and then clicking on Save again.  
However, it is best practice not to re-open the accounts unless instructed to do so by the Auditor

## 8.9 Restating Last Year's Accounts

### Introduction

Each financial year also holds the data relating to the end of the previous year. This provides the data for the last year (left hand side) column in the Annual Returns and Balance Sheet. In some cases it also holds Income and Expenditure adjustments from the previous year end so that they can be reversed out in the current year.

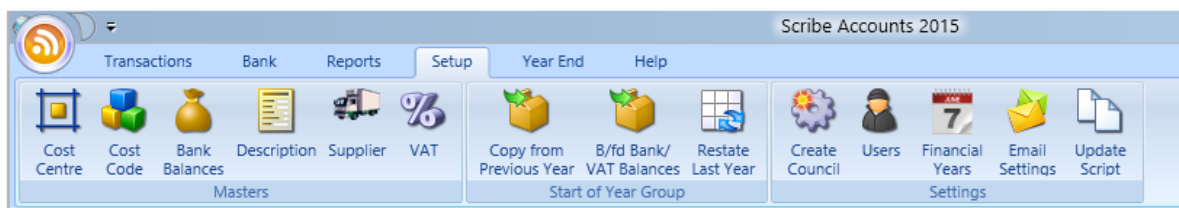
For **first time users**, it is necessary to add in those previous end-of-year figures, so that there is some comparative data in respect of the previous year when you get to the end of the first year. The figures you initially see will all be zero as there are no last year figures to use, so you can use the **Restate** function to add in some relevant details for the previous year without having to actually create the previous financial year in the system. The Restate function replicates stage 5 in the typical practice shown below.

#### Typical Practice for the New Financial year:

1. Set up the new year in terms of codes and descriptive items well before the end of the previous year, so that you can have the budget in place prior to 1 April.
2. Start using the financial year from 1 April for new transactions and all other purposes.
3. Bring forward bank balances as soon as you have reconciled the 31 March bank position.
4. Bring forward VAT balance as soon as you have completed the bank reconciliation and are certain of a correct end of year VAT position.
5. The balance sheet entries you might not have confirmed until the accounts are finalised in June or July, so these will be posted across when you close the previous year accounts

Do not delay using the system by waiting until you have the end of year figures available. This will only cause you more work.

Later on in years to come, this **Restate** function can be used when the figures automatically brought forward from the previous year need to be restated, for example because of an error found after completion of the accounts. Restating these figures will **not** affect the data in the previous year and will only affect the figures described as last year figures in the current year. Last year's figures will appear as they currently exist and you can edit them as required. Note that you must explain the reasons for the restatement to the Auditor. **Do not use this procedure routinely - it is meant to be for special cases when instructed to do so.**



Select **Restate Last Year** from the Setup Toolbar. See the details described below.

Note that only users with **Administrator** privileges can access the Setup Menu

### First Year using Accounts 2010 - What Information needs to be captured from last year's accounts?

The system will generally require the **General Fund** figure for the end of last year (see panel below)

If you are using Receipts and Payments for your Annual Return, the General Fund will be the same as your total 'cash in hand' figure as shown in your accounts for the previous year end (ie all your bank and cash balances combined). You will also need to enter the **Cash at Bank** figure here, which for receipts and payments will be the same value.

If you carried out a conversion to Income and Expenditure for the last year, you will also need to enter the six potential adjustments if there were any. Entering those adjustments is required because it is necessary for them to be reversed in this year's accounts when you get to the next year end.

Typically you will always need to enter a **VAT recoverable** figure which will be part of the Balance Sheet Assets, even if there are no other adjustments, assets or liabilities to enter. This entry is just for the balance sheet so you must do this in addition to entering the VAT balance when entering brought forward bank balances.

For Income and Expenditure there is a **Balances carried forward** figure to enter for the purposes of the Annual Return (Box 7).

You can also enter other balance sheet items, which will appear at the next year end for comparison purposes.

If you have any **Long Term Investments** in Box 9 of the Annual Return you will need to enter last year's figure manually on the next return but the current year and future years will be picked up from the Asset register.

You do not need to enter any of these at 1 April. If you are just starting with Scribe Accounts 2015 you should start using the system from the beginning of the financial year, and later enter the last year's figures as and when you have them available.

If you have any discrepancies at your first year end, double check what you entered in the **Restate Last Year** process for the previous year end when you first started. The balances (Banks and VAT) entered as start of year balances (using Setup | Bank Balances) must match the year end values entered in Restate Last Year.

- Remember that for a Receipts and Payments account, which is NOT being converted to Income and Expenditure, your General Fund should equal your 'Cash at Bank' balance because this will be a strictly 'cashbook' account and should not take account of any VAT balance. [Example GF=£2000 and Bank balance=£2000.
- Remember that when using converted Income and Expenditure accounts, the startup figures for the General Fund must equate to the Bank Balance with the VAT balance taken into account. [Example GF=£2000; Bank Balance=£1800 and VAT recoverable=£200 which is included within the general fund because it is an asset forming part of the total in I&E terms.]

Each possible item is explained further below. Also see the worked [Examples](#)<sup>197</sup>

## Entering Restated Values

Remember that none of these entries are changing the start of year position as entered through **Start of Year** balances etc - they are just entering directly, or amending, the previous year balance sheet figures. If there is any impact on the accuracy of the brought forward balances you will have to address that as well.

Note that restating last year's balance sheet figures is a permanent change. If you make a mistake you can re-edit any restated figure, but you cannot undo the restatement and go back to the figures which had been brought through automatically.

For example, restating the adjustments will

- change the figures on the balance sheet
- remove the cost centre-based figures in the Working Document and replace them with total figures
- remove the income and expenditure account details at cost centre level.

After inserting values, click on **Save** to accept them permanently or **Close** to exit without saving.

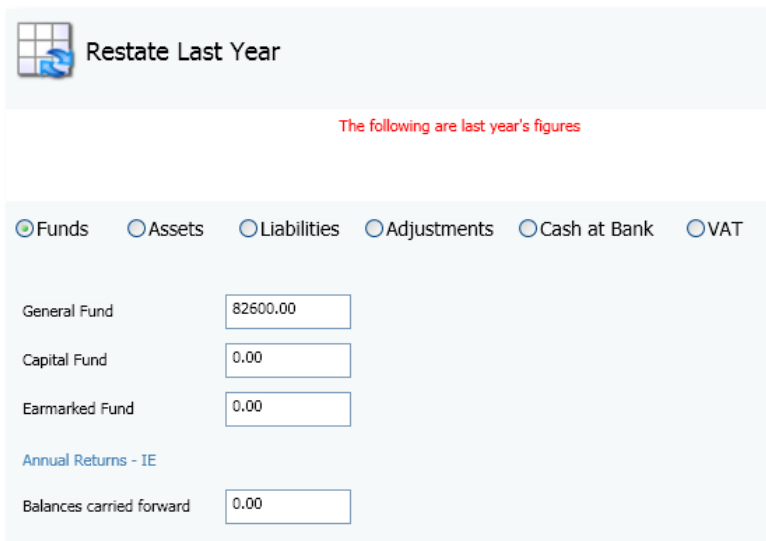
Remember that when you restate any item, it will be your own responsibility to get the accounts to balance.

For example if you make an alteration to an adjustment, you will also need to manually amend the general fund brought forward and possibly also the end of year bank balance on these restatement screens, and you may also have to amend the brought forward bank balance on the start of year bank balances to correspond.

You are able to enter or edit any of the following items:

Click on **Funds** to enter the General Fund and any reserves.

Also enter the Annual Return balance carried forward for an I&E version of the return. This needs to be stated expressly because the value will not simply be a matter of bank balances as is the case with the R&P Annual Return



**Restate Last Year**

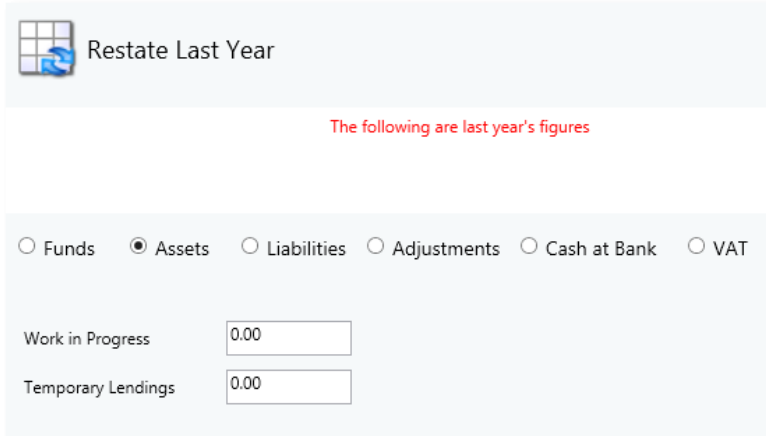
The following are last year's figures

☒ Funds   ☐ Assets   ☐ Liabilities   ☐ Adjustments   ☐ Cash at Bank   ☐ VAT

General Fund	82600.00
Capital Fund	0.00
Earmarked Fund	0.00
<b>Annual Returns - IE</b>	
Balances carried forward	0.00

Click on **Assets** to enter new values for these balance sheet items.

Note these are additional short term assets - they exclude short term investments (which come under the bank accounts figure) and they exclude long term assets and long term investments, which are handled by the asset register.



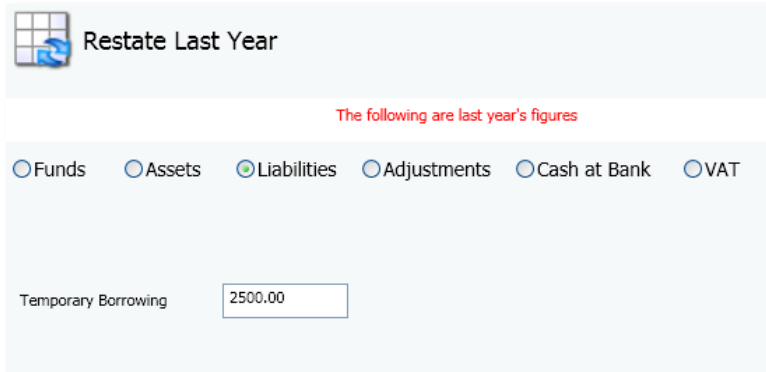
**Restate Last Year**

The following are last year's figures

☐ Funds   ☒ Assets   ☐ Liabilities   ☐ Adjustments   ☐ Cash at Bank   ☐ VAT

Work in Progress	0.00
Temporary Lendings	0.00

Click on **Liabilities** to adjust the Temporary Borrowing value



**Restate Last Year**

The following are last year's figures

☐ Funds   ☐ Assets   ☒ Liabilities   ☐ Adjustments   ☐ Cash at Bank   ☐ VAT

Temporary Borrowing	2500.00
---------------------	---------



Click on **Adjustments** to enter revised values.

Note that for Adjustments, you do not have to restate them at the level of each code or cost centre. A total for each type of adjustment will be sufficient. These totals will appear as a separate 'Restated' line when they are reversed out in the Working Document.

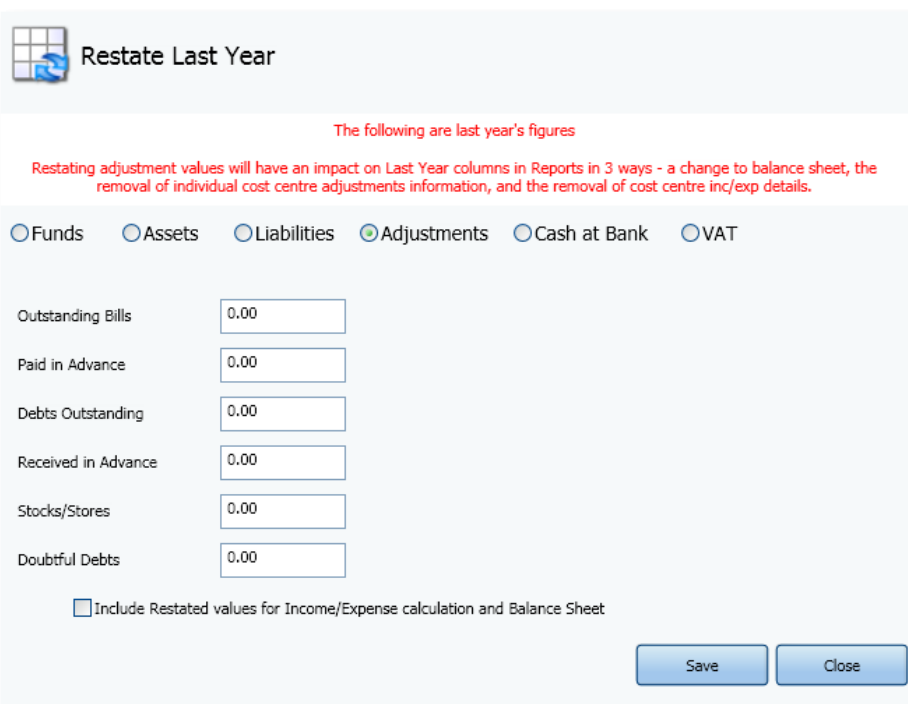
This avoids discrepancies if the cost centres have changed between the years.

**The Checkbox to 'Include Restated Values' is important.** Tick it to have the entered values take the place of the normal copied values in all parts of the year end accounts.

If you have entered restated values but wish to revert to the values copied across from the previous year (as part of Close Accounts), unchecking the checkbox and Saving will 'undo' your restatement and revert to those initial values. You would then again see the values based on Cost Centres. If you uncheck it, you must manually compensate for changes in the general fund balance, for example.

Click on **Cash at Bank** if you need to restate the figures for your bank balances. (Note that this is all 'Bank balances' as held in the system and includes your petty cash balance)

Note that Bank balances are always balances as shown in the accounts after reconciliation, not the figures shown on the bank statements at 31 March



**Restate Last Year**

The following are last year's figures

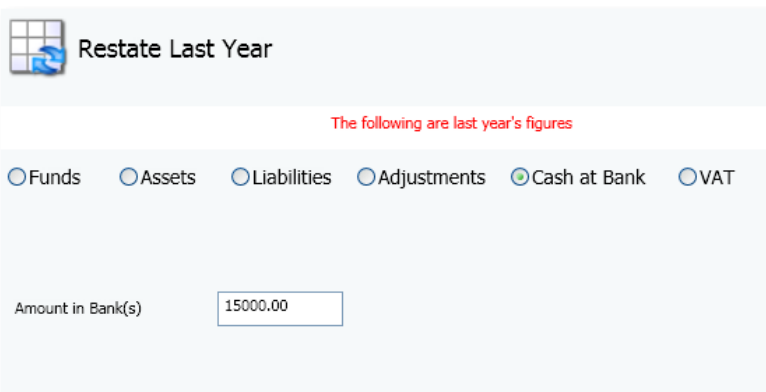
Restating adjustment values will have an impact on Last Year columns in Reports in 3 ways - a change to balance sheet, the removal of individual cost centre adjustments information, and the removal of cost centre inc/exp details.

☐ Funds
 ☐ Assets
 ☐ Liabilities
 ☒ Adjustments
 ☐ Cash at Bank
 ☐ VAT

Outstanding Bills	0.00
Paid in Advance	0.00
Debts Outstanding	0.00
Received in Advance	0.00
Stocks/Stores	0.00
Doubtful Debts	0.00

☐ Include Restated values for Income/Expense calculation and Balance Sheet

Save Close



**Restate Last Year**

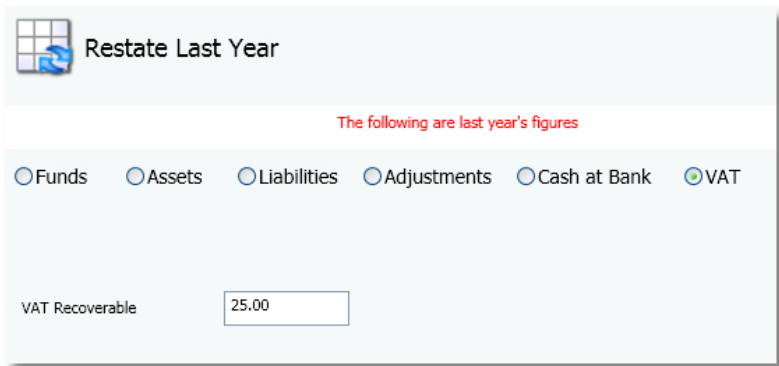
The following are last year's figures

☐ Funds
 ☐ Assets
 ☐ Liabilities
 ☐ Adjustments
 ☒ Cash at Bank
 ☐ VAT

Amount in Bank(s)	15000.00
-------------------	----------

Click on **VAT** to amend the VAT recoverable figure as shown on the balance sheet. This should match the VAT balance shown in your VAT summary report as at 31 March.

Amend it here if you have found it necessary to correct the start of year VAT balance and wish the end of year figure to correspond in the balance sheet.




## 8.10 Start of Year

There are four main elements in starting a new financial year:

### Creating the Financial Year

You will need to establish a new financial year in the accounts by defining the dates and how you wish to describe it.

See [Financial Year](#)  in the Setup menu.

Once the year exists, you can log into that year when you logon to Scribe by selecting it from the drop down list of financial years.

**The guidance below assumes you have logged back in and are now working in the new year.**

### Copying from Year to Year

None of the carry forward functions will be relevant in the first year you are using the system - you will need to create new cost centres and codes initially.  
The guidance below relates to year 2 onwards.



There are two stages to consider, which occur at different times

### Copying the Structure of the Accounts

You should decide whether the structure of your accounts needs to change at all from the previous year.

Select **Copy from Previous Year** from the Setup Toolbar.

The Start of Year procedures allow you to copy all the structural elements of your data and recreate them in the tables for the new year. (The records are copied and allocated a new Financial Year ID). You do not have to identify the previous year - this will be done automatically.



**Copy from Previous Year**

Please select the master records to copy

☐ Suppliers

☐ Descriptions

☐ VAT Rates

☐ Bank Accounts

☐ Cost Centres

☐ Cost Codes ☐ Include Budget figures (also Flexed values)

Copy Close

You can select any or all of the master groups to copy across. Typically you will be doing this well in advance of the start of the year, say in January, when your budget has been agreed. Note that ticking Bank Accounts here does not copy any financial data, just the details of the bank accounts.

When copying Cost Codes you can choose to retain the same **Budget receipts and payments** figures against the codes or whether you would prefer to start from scratch.

Once copied you can edit any as required. This will give you an opportunity to amend the cost centres and codes to be exactly as you need them for the new year. Changing names or adding new ones will not affect how your end of year accounts operate.

Remember you can edit or delete any of these items before you start allocating them to transactions. Because the records are associated with each year, you can delete codes or suppliers for example which you know you will no longer require, even though they are still in use in other years.

**Note:** If you select Cost Codes but have not previously copied Cost Centres, the Cost Centres needed for the selected codes will also be copied, but not any Cost Centres where there are no codes to copy.

If you try to copy a set of master records twice, then where Cost Centres, Codes, Banks or VAT are concerned, the copy process will only create new records where they do not currently exist, i.e. creating duplicates is not permitted as this would interfere with the accounting.

However for Suppliers or Descriptions, you will be advised that records already exist. You may opt to continue, but the consequences may be an untidy set of items to select from later.

The system does allow you to append records because you may have entered some new suppliers or descriptions in the new year before you perform the copy.

### Copying Accounts Figures from the Previous Year

You can bring forward the balances from the end of year in bank accounts etc and also data from the balance sheet records (which you will need to hold as last year's data in 12 months time.)

You can make necessary amendments to this data when required.

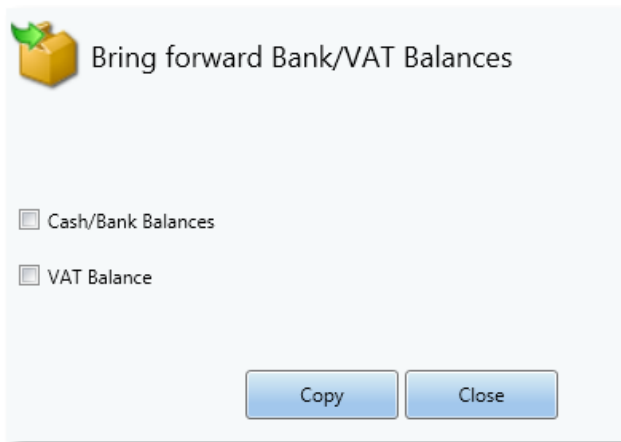
You do not have to have all data available at the same time.

#### **Typical Practice for the New Financial Year:**

1. Set up the new year in terms of codes and descriptive items well before the end of the previous year, so that you can have the budget in place prior to 1 April.
2. Start using the financial year from 1 April for new transactions and all other purposes.
3. Copy or Add bank balances as soon as you have reconciled the 31 March bank position.
4. Copy or Add the VAT balance as soon as you have completed the bank reconciliation and are certain of a correct end of year VAT position.
5. The balance sheet entries you might not have confirmed until the accounts are finalised in June or July, so these will be copied when you close the accounts


### Bank Accounts and VAT balances

To copy bank account and VAT balances as at 31 March into the new year to become the start of year balances as at 1 April, use the **Carry Forward Bank/VAT Balances** function.



Using this function ensures you will be using the figures already recorded as the end of year balances.

To do this, finish off the year's bank reconciliation and VAT calculations, and then copy the balances. **Make sure you have copied the Bank details first.**

You can amend them later if found necessary using the Setup menu. See [Starting Balances](#)  for further details.

You can also create brand new bank accounts if you wish, but you will then have to manually insert the correct balances for each.

Technically it would be almost impossible to have new bank accounts on the 1 April which did not exist on 31 March. If you amend your banking arrangements, whenever that occurs, you should add new bank details at the correct time and then record a transfer from the old bank to the new one.

### Balance Sheet and Other End-of-Year Data

To copy Balance Sheet (and Annual Return) data into the new year from the old one, this will be done automatically for you when you use the **Close Accounts** function when logged in to the previous year.

If you need to restate the end of year figures, you can do so in the new year rather than go back and re-open the previous year's accounts. This should be very rare.

The same process is however used to include last year's data for first time users.

See [Last Year's Accounts](#) <sup>[189]</sup> for further details.

- Remember that you **PULL** codes, budgets, bank balances into the current year from the last year. You log in to the new year to do this.
- Remember that you **PUSH** balance sheet and annual return data from the old year into the next year. You log in to the old year to do this.

## 8.11 Examples (inc first year)

It is important that you understand the calculations performed, so here are some examples of the documents, explaining where the data comes from. We have included only a very small number of entries for simplicity.

You may find it helpful to print out these topics for reference.

We have split these examples into three:

1. [The Receipts and Payments Year End](#) <sup>[202]</sup>
2. [The Income and Expenditure Year End](#) <sup>[205]</sup>
3. Starting Out (see below)

### Starting out - Using Accounts 2015 for the first time

NB. The following advice applies only for the first year using Accounts 2015

### Use Restated Accounts to enter the first 'Last Year' figures



Use the **Restate Last Year** functions to enter data. (See [Restate Last Year](#)<sup>189)</sup>)

Let's say we have £1300 in the bank and HMRC owe us £200 which will be our next VAT refund claim. Our general fund assets are therefore £1500. Enter these 3 items separately. It is down to you to get all the entries to balance, which they should do if you are taking them from an actual balance sheet. (The figures will show in the current year as well because they have also been added as start of year figures). If you wish to test this by looking at a trial balance sheet for the current year, make sure you carry out a **Calculate** first.

BALANCE SHEET	
31/03/2014	
<i>(Last ) Year Ended</i> 31 Mar 2013	
£	<b>CURRENT ASSETS</b>
0.00	Stocks and stores
0.00	Work in progress
0.00	Debtors (Net of provision for doubtful debts)
0.00	Payments in advance
200.00	VAT Recoverable
0.00	Temporary lendings (investments)
1,300.00	Cash in hand
1,500.00	<b>TOTAL ASSETS</b>
	<b>CURRENT LIABILITIES</b>
0.00	Creditors
0.00	Temporary borrowing
<b>1,500.00</b>	<b>NET ASSETS</b>
	Represented by:
1,500.00	General fund Balance
0.00	Res
0.00	Cap
0.00	Earmarked
0.00	Adjustments
<b>1,500.00</b>	

☒ Funds   
 ☐ Assets   
 ☐ Liabilities   
 ☐ Adjustments   
 ☐ Cash at Bank   
 ☐ VAT

General Fund

If you are working entirely in Receipts and Payments, and do not use the balance sheet, you would just enter the £1300 Bank figure and a General fund value of £1300 to match.

For more complex situations where you have Assets and Liabilities, or Capital or Earmarked Reserves, these will also be added in the same way using **Restate Last Year**, and they will appear in the balance sheet. More details of these under the balance sheet examples.

## Adjustments

Where you have converted to I&E from a Receipts and Payments system, and you have had to make some adjustments at the year end, for example for outstanding bills, you will also need to enter these adjustments, as these have to be reversed out in the Income and Expenditure calculations at the next year end.

You can simply enter totals for each type, again using the **Restate Last Year** function.

Let's say we have a total of £1000 creditors and £500 Debtors at the year end.

Note you will also have to amend the Restated General Fund figure to compensate

Outstanding Bills	1000.00
Paid in Advance	0.00
Debts Outstanding	500.00
Received in Advance	0.00

These will then appear in the Working Document as a single adjustments line called 'Restated', which will be taken into account when producing the Balance Sheet (last year column) and reversed out of the I&E Account for the current year. (See below)

(Last) Year Ended  
31 Mar 2013

£	CURRENT ASSETS
0.00	Stocks and stores
0.00	Work in progress
500.00	Debtors (Net of provisions)
0.00	Payments in advance
200.00	VAT Recoverable
0.00	Temporary lendings (over)
1,300.00	Cash in hand
2,000.00	<b>TOTAL ASSETS</b>
	CURRENT LIABILITIES
1,000.00	Creditors
0.00	Temporary borrowing
<u>1,000.00</u>	<b>NET ASSETS</b>

### Scribe Town Council Year End Working Document Year ending 31/03/2014

Last Year Inc\Exp	Income Restated	A	B	C	A - B + C
		Receipts	Last Years Adjustments	This Years	Income
		0.00	500.00	0.00	-500.00
		0.00	500.00	0.00	-500.00
Last Year Inc\Exp	Expense Restated	Payments	Last Years Adjustments	This Years	Expense
		0.00	1,000.00	0.00	-1,000.00
		0.00	1,000.00	0.00	-1,000.00

Balance Sheet (above)

I&E Account (below)

(Current) Year Ended 31 Mar 2014	
<b>Income</b>	
Precept	5,000.00
Community Centre	15.00
Restated	-500.00
	<b>£4,515.00</b>
<b>Expense</b>	
Administration	230.00
Community Centre	80.00
Restated	-1,000.00
	<b>-£690.00</b>

Among the current year income and expenditure entries, which are shown as Cost Centre totals, you will see the previous year restated items being reversed out. This will only occur in the first year.

## Annual Returns

Note for the I&E Annual Return you must expressly add the Total Balance figure (Box 7) from the previous year. This cannot be calculated as there is no 'starting point' for the I&E process.

Use the Funds section of the **Restate Last Year** screen.

General Fund	1500.00
Capital Fund	0.00
Earmarked Fund	0.00
<b>Annual Returns - IE</b>	
Balances carried forward	1500.00

(Note this example is taking the entries for bank and VAT only. If the adjustments in the above example are included, both figures would be reduced to £1000)

You do not need to do this for the R&P version of the Annual Return because the figure will be derived from the bank balances.

The Annual Returns will then take all these values into the Last Year columns (note the differences between the two versions).

**I&E Return:**

**R&P Return**



Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	0.00	1,500.00
2	Annual precept	0.00	0.00
3	Total other receipts	0.00	0.00
4	Staff Costs	0.00	0.00
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	0.00	0.00
7	Balances carried forward	1,500.00	1,500.00
8	Total Cash and Short Term Investments	1,300.00	1,300.00
9	Total Fixed Assets and Long Term Investments	0.00	0.00
10	Total Borrowings	0.00	0.00

Box No.	Description	Year 31/03/2010 £
1	Balances brought fwd	0.00
2	Annual precept	0.00
3	Total other receipts	0.00
4	Staff Costs	0.00
5	Loan interest/capital repayments	0.00
6	Total other payments	0.00
7	Balances carried forward	1,300.00
8	Total Cash and Short Term Investments	1,300.00
9	Total Fixed Assets and Long Term Investments	0.00
10	Total Borrowings	0.00

If you look at these Annual Returns, and also the I&E Account (right), you will see that the other details for last year are blank.

You will know these figures from your submitted returns but the details do not need to be captured in the system - we are just creating a starting point for rolling the accounts on.

If you ever need to use **Restate Last Year** in future years because of an error in the accounts, the same will apply. You would be replacing calculated data with some directly entered data to be used for going forward from that point.

Scribe Town Council Income & Expenditure Account 01/04/2013 to 31/03/2014	
(Last) Year Ended 31 Mar 2013	
	<u>Income</u> Restated
	<u>Expense</u> Restated
	<u>General Fund</u> Balance at 01 Apr 2013 ADD Total Income
0.00	
0.00	DEDUCT Total Expenditure
0.00	Transfer to/from Reserves
<u>£1,500.00</u>	Balance at 31 Mar 2014

In the first year end, where you have blank entries on the left hand column of the I&E account, you can always manually enter cost centre values from your previous year's accounts, if you prefer. Similarly where there is a 'cost centre' called 'restated' on the current year I&E account and Working document, you can always manually associate these with cost centres if you prefer, so that you do not see the term 'restated'.

If left as printed, you will need to mention to auditors that this is derived from first use of a new accounting system, and does not imply that you have had to restate the values as a result of any error.

Note that for similar reasons in the first year end any reversals of restated adjustments will be placed into the 'Other' boxes 3 and 6 of the Annual Return as they cannot automatically be associated with cost centres.

## 8.12 Examples R&P

### Receipts and Payments Year End

Starting with the bank balances shown in the Start of Year example (£1300), let's say we make the following transaction entries.

#### Payments:

Code	Total	Net	VAT
Office Equipment	60.00	50.00	10.00
Salary	100.00	100.00	0.00
Salary	80.00	80.00	0.00
Cleaning	96.00	80.00	16.00

#### Receipts:

Code	Total	Net	VAT
Fees	15.00	15.00	0.00
Precept Grant	5000.00	5000.00	0.00

From the Year End toolbar, we can produce the following two reports:

### Receipts and Payments account

Scribe Town Council STATEMENT OF ACCOUNTS			
		RECEIPTS	PAYMENTS
Balance at Bank		1,200.00	
Cash in Hand		100.00	
Precept Grant	5,000.00		
Salary			180.00
Cleaning			80.00
Office Equipment			50.00
Fees	15.00		
VAT			26.00
		5,015.00	336.00
<b>Closing Balances:</b>			
Balances in Bank Account			5,864.00
Cash in Hand			115.00
<b>TOTAL</b>		<b>6,315.00</b>	<b>6,315.00</b>

Note that the VAT is separated out into its own 'code' automatically and gets a separate line on the statement. (We have not entered any refunds or payments of VAT in this example)

### Annual Return (RP)

The staff codes and precept codes have been identified when running the Annual Return report, so that they appear in the relevant boxes (2 and 4).

Box No.	Description	Year ending	
		31/03/2013 £	31/03/2014 £
1	Balances brought fwd	0.00	1,300.00
2	Annual precept	0.00	5,000.00
3	Total other receipts	0.00	15.00
4	Staff Costs	0.00	180.00
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	0.00	156.00
7	Balances carried forward	1,300.00	5,979.00
8	Total Cash and Short Term Investments	1,300.00	5,979.00
9	Total Fixed Assets and Long Term Investments	0.00	0.00
10	Total Borrowings	0.00	0.00

Note that the VAT total has been added into the Total Other Payments (Box 6)

The Total Balances (Box 7 and 8) correspond to the Closing total of the bank and cash balances on the Receipts and Payments Account.

Normally you are likely to select staff codes which contain only payments, which will be added up to give the total in Box 4.

However sometimes (because of repayments etc) people have receipts on those codes as well, and if so, the total for Staff Costs in box 4 will show the net cost of those selected codes. The relevant receipts will not be added into Box 3.

The same applies to any receipts related to codes selected for Loan interest/capital payments, and to any payments on the codes selected for Precept income.

Boxes 2, 4 and 5 are therefore all net values for the selected codes.

This means they won't automatically match the totals on your summary reports. However there are reports available which will explain the differences if you need to demonstrate that you understand the figures.

If you have recorded values of assets and investments using the Asset Register function, the total values will be placed into Box 9.

## 8.13 Examples I&E

### Income and Expenditure Year End

#### What are the Income and Expenditure Documents?

Firstly let's look at the extra documents, before we do any conversion, simply by taking the figures from the Receipts and Payments Account.

Always carry out a **Calculate** to post the calculated data into the I&E part of the database, and do this each time you add some extra item.

Let's build up the accounts one stage at a time.

These examples use the values from the Start of Year example and the R&P example. You can compare them to see what the differences are.

You will see that -

1. the account is itemised in Cost Centres
2. all the figures are net of VAT

Scribe Town Council	
Income & Expenditure Account	
01/04/2013 to 31/03/2014	
	(Current) Year Ended 31 Mar 2014
<b>Income</b>	
Precept	5,000.00
Community Centre	15.00
	<u>£5,015.00</u>
<b>Expense</b>	
Administration	230.00
Community Centre	80.00
	<u>£310.00</u>
<b>General Fund</b>	
Balance at 01 Apr 2013	1,500.00
ADD Total Income	5,015.00
	<u>6,515.00</u>
DEDUCT Total Expenditure	310.00
	<u>6,205.00</u>
Transfer to/from Reserves	0.00
Balance at 31 Mar 2014	<u>£6,205.00</u>

The Working Document also shows these by cost centre. At the moment we have not added any adjustments, so the values are still the same as the receipts and payments.

**Scribe Town Council**  
**Year End Working Document**  
**Year ending 31/03/2014**

		A	B		C	A - B + C
Last Year			Last Years	This Years		
<u>Inc\Exp</u>	<u>Income</u>	<u>Receipts</u>	<u>Adjustments</u>		<u>Income</u>	
0.00	Precept	5,000.00	0.00	0.00	5,000.00	
0.00	Community Centre	15.00	0.00	0.00	15.00	
		<u>5,015.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,015.00</u>	
			Last Years	This Years		
<u>Inc\Exp</u>	<u>Expense</u>	<u>Payments</u>	<u>Adjustments</u>		<u>Expense</u>	
0.00	Administration	230.00	0.00	0.00	230.00	
0.00	Community Centre	80.00	0.00	0.00	80.00	
		<u>310.00</u>	<u>0.00</u>	<u>0.00</u>	<u>310.00</u>	

**Scribe Town Council**  
**BALANCE SHEET**  
**31/03/2014**

On the balance sheet the extra £26 VAT paid has been added to the amount recoverable from HMRC (£200 was shown as the start of year balance)

[Note that when entering the start of year VAT balance under Setup, you would enter -£200 if the VAT was due to the Council as a refund, but it will show here as a positive asset and would be entered as a positive figure in 'Restated' VAT recoverable]

	(Current) Year Ended 31 Mar 2014
<b>CURRENT ASSETS</b>	<b>£</b>
Stocks and stores	0.00
Work in progress	0.00
Debtors (Net of provision for doubtful debts)	0.00
Payments in advance	0.00
VAT Recoverable	226.00
Temporary lendings (investments)	0.00
Cash in hand	5,979.00
<b>TOTAL ASSETS</b>	<b>6,205.00</b>
<b>CURRENT LIABILITIES</b>	
Creditors	0.00
Temporary borrowing	0.00
<b>NET ASSETS</b>	<b><u>6,205.00</u></b>
<b>Represented by:</b>	
General fund Balance	6,205.00
<b>Reserves:</b>	
Capital	0.00
Earmarked	0.00
Adjustments	0.00
	<b><u>6,205.00</u></b>

On the Annual Return, (unlike the Receipts and Payments return) the VAT is not shown in Box 6. Instead it forms part of the Total Balances carried forward in Box 7, as HMRC is treated like any other debtor/creditor.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	0.00	1,500.00
2	Annual precept	0.00	5,000.00
3	Total other receipts	0.00	15.00
4	Staff Costs	0.00	180.00
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	0.00	130.00
7	Balances carried forward	1,500.00	6,205.00
8	Total Cash and Short Term Investments	1,300.00	5,979.00
9	Total Fixed Assets and Long Term Investments	0.00	0.00
10	Total Borrowings	0.00	0.00

Normally you are likely to select staff codes which contain only payments, which will be added up to give the total in Box 4.

However sometimes (because of deductions or repayments etc) people have receipts on those codes as well, and if so, the total for Staff Costs in box 4 will show the net cost of those selected codes.

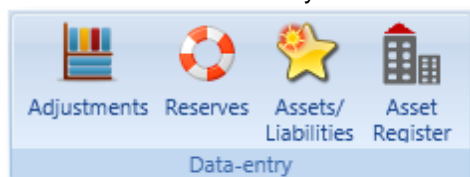
The relevant receipts will not be added into Box 3.

The same applies to any receipts related to codes selected for Loan interest/capital payments, and to any payments on the codes selected for Precept income.

Boxes 2, 4 and 5 are therefore all net values for the selected codes.

See also effect of Adjustments on Annual Return below

Now let's look more closely at the conversion of R&P to I&E, using the 3 toolbar buttons one at a time.



### What are the effects of Adjustments?

Let's enter some **Adjustments** at the year end. (Use the Adjustments button on the Year End toolbar)  
In this example we have entered just one under each type, but you can have as many as you need.  
They are all allocated codes so that they can be aggregated under cost centres later.

Scribe Town Council ADJUSTMENTS FOR THE YEAR ENDING 31/03/2014			
<u>Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure</u>		<u>Code</u>	
New printer	Office Equip Co Ltd	Office Equipment	200.00
			<u>£200.00</u>
<u>Payments made in advance - Decrease Expenditure</u>		<u>Code</u>	
Energy bill	EDF	Electricity	300.00
			<u>£300.00</u>
<u>Outstanding payments DUE TO the Council. (Debtors) - Increase Income</u>		<u>Code</u>	
Rents	J Smith	Fees	400.00
			<u>£400.00</u>
<u>Received in Advance - Decrease Income</u>		<u>Code</u>	
Booking Fee	Bride to be	Fees	100.00
			<u>£100.00</u>
<u>Stocks and Stores (over £1,000 in value) - Decrease Expenditure</u>		<u>Code</u>	
Fuel stocks	Mobil	Maintenance	500.00
			<u>£500.00</u>
<u>Provision for doubtful debts - Increase Expenditure</u>		<u>Code</u>	
Old Rents	Misc Tenants		600.00
			<u>£600.00</u>

These adjustments will impact on the Income and Expenditure Account, the Working Document, and the Balance Sheet.

Once you have done this you now have income and expenditure accounts, and this may be as far as you have to go.

How this works is shown in the linked diagrams below.



Scribe Town Council ADJUSTMENTS FOR THE YEARENDING 31/03/2014				Scribe Town Council Year End Working Document Year ending 31/03/2014				
<u>Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure</u>	<u>Code</u>			Last Year Inc/Exp	Income	A	B	C
New printer Office Equip Co Ltd Office Equipment		200.00				Receipts	Last Years	This Years
		£200.00				5,000.00	0.00	0.00
<u>Payments made in advance - Decrease Expenditure</u>	<u>Code</u>					15.00	0.00	300.00
Energy bill EDF Electricity		300.00				5,015.00	0.00	300.00
		£300.00						
<u>Outstanding payments DUE TO the Council. (Debtors) - Increase Income</u>	<u>Code</u>							
Rents J Smith Fees		400.00						
		£400.00						
<u>Received in Advance - Decrease Income</u>	<u>Code</u>							
Booking Fee Bride to be Fees		100.00						
		£100.00						
<u>Stocks and Stores (over £1,000 in value) - Decrease Expenditure</u>	<u>Code</u>							
Fuel stocks Mobil Maintenance		500.00						
		£500.00						
<u>Provision for doubtful debts - Increase Expenditure</u>	<u>Code</u>							
Old Rents Misc Tenants		600.00						
		£600.00						

Scribe Town Council Income & Expenditure Account 01/04/2013 to 31/03/2014			
(Current) Year Ended 31 Mar 2014			
<u>Income</u>			
Precept	5,000.00		
Community Centre	315.00		
	<b>£5,315.00</b>		
<u>Expense</u>			
Open Spaces	-500.00		
Administration	130.00		
Community Centre	80.00		
Provision for Doubtful Debts	600.00		
	<b>£310.00</b>		
<u>General Fund</u>			
Balance at 01 Apr 2013	1,500.00		
ADD Total Income	5,315.00		
	6,815.00		
DEDUCT Total Expenditure	310.00		
	6,505.00		
Transfer to/from Reserves	0.00		
Balance at 31 Mar 2014	<b>£6,505.00</b>		

Scribe Town Council ADJUSTMENTS FOR THE YEARENDING 31/03/2014			
<u>Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure</u>	<u>Code</u>		
New printer Office Equip Co Ltd Office Equipment		200.00	
		£200.00	
<u>Payments made in advance - Decrease Expenditure</u>	<u>Code</u>		
Energy bill EDF Electricity		300.00	
		£300.00	
<u>Outstanding payments DUE TO the Council. (Debtors) - Increase Income</u>	<u>Code</u>		
Rents J Smith Fees		400.00	
		£400.00	
<u>Received in Advance - Decrease Income</u>	<u>Code</u>		
Booking Fee Bride to be Fees		100.00	
		£100.00	
<u>Stocks and Stores (over £1,000 in value) - Decrease Expenditure</u>	<u>Code</u>		
Fuel stocks Mobil Maintenance		500.00	
		£500.00	
<u>Provision for doubtful debts - Increase Expenditure</u>	<u>Code</u>		
Old Rents Misc Tenants		600.00	
		£600.00	

Scribe Town Council BALANCE SHEET 31/03/2014			
(Current) Year Ended 31 Mar 2014			
<u>CURRENT ASSETS</u>			
Stocks and stores	500.00		
Work in progress	0.00		
Debtors (Net of provision for doubtful debts)	-200.00		
Payments in advance	300.00		
VAT Recoverable	226.00		
Temporary lendings (investments)	0.00		
Cash in hand	5,979.00		
<b>TOTAL ASSETS</b>	<b>6,805.00</b>		
<u>CURRENT LIABILITIES</u>			
Creditors	300.00		
Temporary borrowing	0.00		
<b>NET ASSETS</b>	<b>6,505.00</b>		
<u>Represented by:</u>			
General fund Balance	6,505.00		
Reserves:			
Capital	0.00		
Earmarked	0.00		
Adjustments	0.00		
	<b>6,505.00</b>		

## Short Term Assets and Liabilities

The next set of potential entries relate to items which you enter specifically for the Balance Sheet. These are the **Assets and Liabilities** entered under the Year End toolbar.

If we enter a value under each item, the balance sheet is affected as shown here.

**Assets**

Work in Progress

Temporary Lendings

If you have any doubts leave all at 0

**Liabilities**

Temporary Borrowing

**Scribe Town Council**  
**BALANCE SHEET**  
31/03/2014

---

(Current) Year Ended  
31 Mar 2014


<b>CURRENT ASSETS</b>		<b>£</b>
Stocks and stores		500.00
Work in progress		3,000.00
Debtors (Net of provision for doubtful debts)		-200.00
Payments in advance		300.00
VAT Recoverable		226.00
Temporary lendings (investments)		4,000.00
Cash in hand		5,979.00
<b>TOTAL ASSETS</b>		<b>13,805.00</b>
<b>CURRENT LIABILITIES</b>		
Creditors		300.00
Temporary borrowing		5,000.00
<b>NET ASSETS</b>		<b>8,505.00</b>
<b>Represented by:</b>		
General fund Balance		6,505.00
<b>Reserves:</b>		
Capital		0.00
Earmarked		0.00
Adjustments		2,000.00
		<b>8,505.00</b>

The Assets and Liabilities entered are placed directly into the balance sheet.

The net assets (Assets minus Liabilities) are added to the Fund balances as part of the total balance and shown as an Adjustments line.

## Reserves

The final set of amendments relate to the setting aside of part of the overall balance for specific projects. These will be entered as transfers from the General Fund to either Capital Funds or Earmarked Reserves (and do not have to be done at the year end). The details will be shown on both the Income and Expenditure Account and the Balance Sheet. Note that the grand total will remain unchanged in the Annual Return Box 7.

 Reserves

To make a transfer FROM the General Fund Balance use a normal positive entry.

To make a transfer TO the General Fund Balance enter negative figures, i.e. -1000.00

	Brought Forward reserves	Enter any additional Transfers	Resultant figures
Capital	<input type="text" value="0.00"/>	<input type="text" value="2000.00"/>	<input type="text" value="2000.00"/>
Earmarked	<input type="text" value="0.00"/>	<input type="text" value="2000.00"/>	<input type="text" value="2000.00"/>
Gen Fund before transfers to Capital and Earmarked Reserves			<input type="text" value="6505.00"/>
General Fund after transfers to Reserves			<input type="text" value="2505.00"/>

In this example we transfer £2000 to each of the two reserves, and diminish the general fund by £4000. After a re-Calculate, these will then appear in both the I&E Account and the Balance sheet, to help define the general fund and overall balances.

**Scribe Town Council**  
**Income & Expenditure Account**  
 01/04/2013 to 31/03/2014

(Current) Year Ended  
 31 Mar 2014

**Income**

Precept	5,000.00
Community Centre	315.00
	<b>£5,315.00</b>

**Expense**

Open Spaces	-500.00
Administration	130.00
Community Centre	80.00
Provision for Doubtful Debts	600.00
	<b>£310.00</b>

**General Fund**

Balance at 01 Apr 2013	1,500.00
ADD Total Income	5,315.00
	6,815.00
DEDUCT Total Expenditure	310.00
	6,505.00
Transfer to/from Reserves	4,000.00
Balance at 31 Mar 2014	<b>£2,505.00</b>

**Transfers:**

General Fund to Capital Reserve £2,000.00  
 General Fund to Earmarked Reserve £2,000.00

**Scribe Town Council**  
**BALANCE SHEET**  
 31/03/2014

(Current)

**CURRENT ASSETS**

Stocks and stores  
 Work in progress  
 Debtors (Net of provision for doubtful debts)  
 Payments in advance  
 VAT Recoverable  
 Temporary lendings (investments)  
 Cash in hand

**TOTAL ASSETS**

**CURRENT LIABILITIES**

Creditors  
 Temporary borrowing

**NET ASSETS**

**Represented by:**

General fund Balance

**Reserves:**

Capital  
 Earmarked  
 Adjustments

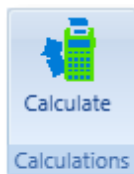
**Balance Sheet incorporating all current year adjustments**

With all the above data entered, the Balance Sheet now looks like this:

Scribe Town Council BALANCE SHEET 31/03/2014			
(Last) Year Ended 31 Mar 2013		(Current) Year Ended 31 Mar 2014	
£	CURRENT ASSETS	£	
0.00	Stocks and stores	500.00	
0.00	Work in progress	3,000.00	
0.00	Debtors (Net of provision for doubtful debts)	-200.00	
0.00	Payments in advance	300.00	
200.00	VAT Recoverable	226.00	
0.00	Temporary lendings (investments)	4,000.00	
1,300.00	Cash in hand	5,979.00	
1,500.00	<b>TOTAL ASSETS</b>	13,805.00	
	<b>CURRENT LIABILITIES</b>		
0.00	Creditors	300.00	
0.00	Temporary borrowing	5,000.00	
<u>1,500.00</u>	<b>NET ASSETS</b>	<u>8,505.00</u>	
	<b>Represented by:</b>		
1,500.00	General fund Balance	2,505.00	
	<b>Reserves:</b>		
0.00	Capital	2,000.00	
0.00	Earmarked	2,000.00	
0.00	Adjustments	2,000.00	
<u>1,500.00</u>		<u>8,505.00</u>	

Remember that you can enter the extra data at any time, although the 6 adjustment boxes can only be done accurately as at the year end.

You can go back and alter them at any time, and you can produce the year end documents at any time.



Whenever you change any of the component entries, always run the **Calculate** function before running any reports.

### Annual Return (IE) incorporating all current year adjustments

With all the above data entered, let's look at the effect of the changes on the Annual Return:

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	0.00	1,500.00
2	Annual precept	0.00	5,000.00
3	Total other receipts	0.00	15.00
4	Staff Costs	0.00	180.00
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	0.00	130.00
7	Balances carried forward	1,500.00	6,205.00
8	Total Cash and Short Term Investments	1,300.00	5,979.00
9	Total Fixed Assets and Long Term Investments	0.00	0.00
10	Total Borrowings	0.00	0.00

Original

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	0.00	1,500.00
2	Annual precept	0.00	5,000.00
3	Total other receipts	0.00	15.00
4	Staff Costs	0.00	180.00
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	0.00	130.00
7	Balances carried forward	1,500.00	6,205.00
8	Total Cash and Short Term Investments	1,300.00	5,979.00
9	Total Fixed Assets and Long Term Investments	0.00	0.00
10	Total Borrowings	0.00	0.00

After Adjustments

These are incorporating the totals from Column C on the Working Document

**Scribe Town Council**  
**Year End Working Document**  
**Year ending 31/03/2014**

		A	B	C	A - B + C
Last Year			Last Years	This Years	
<u>Inc\Exp</u>	<u>Income</u>	<u>Receipts</u>	<u>Adjustments</u>		<u>Income</u>
0.00	Precept	5,000.00	0.00	0.00	5,000.00
0.00	Community Centre	15.00	0.00	300.00	315.00
		<u>5,015.00</u>	<u>0.00</u>	<u>300.00</u>	<u>5,315.00</u>
			Last Years	This Years	
<u>Inc\Exp</u>	<u>Expense</u>	<u>Payments</u>	<u>Adjustments</u>		<u>Expense</u>
0.00	Open Spaces	0.00	0.00	-500.00	-500.00
0.00	Administration	230.00	0.00	-100.00	130.00
0.00	Community Centre	80.00	0.00	0.00	80.00
0.00	Provision for Doubtful Debts	0.00	0.00	600.00	600.00
		<u>310.00</u>	<u>0.00</u>	<u>0.00</u>	<u>310.00</u>


In our example Annual Return Box 3 has been changed as a result of the extra income (ie it has gone from the Column A value £15 to the Column A-B+C value £315), but the Expenditure adjustments affecting Box 6 have cancelled each other out (Column C is net zero so the total remains the same at £310).

Because the statement is produced on an Income and Expenditure basis, any adjustments at the end of last year will be reversed out in the 'this year' figures (see below)

Note that if any year-end adjustments affect the codes selected for say Precept, the adjustments will be applied only to the relevant box (eg Box 2) and the reversal of these the following year will be shown in the same box.

## Annual Return (IE) incorporating Long Term Assets and Investments

To complete the Annual return, we just need to add in the total assets into Box 9.  
Let's add some entries into Asset register



Cost Centre	Asset Description	Date Acquired	Purchase Value	Current Value	Location
Community Centre	Building	2005	650,000.00	700,000.00	Recreation
Administration	10 year Bond	2011	5,000.00	5,500.00	Finance

Once this has been saved, next time you look at the Annual Return, the totals of Purchase Value column will be included in Box 9.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	0.00	1,500.00
2	Annual precept	0.00	5,000.00
3	Total other receipts	0.00	315.00
4	Staff Costs	0.00	180.00
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	0.00	130.00
7	Balances carried forward	1,500.00	6,505.00
8	Total Cash and Short Term Investments	1,300.00	5,979.00
9	Total Fixed Assets and Long Term Investments	0.00	655,000.00
10	Total Borrowings	0.00	0.00

## Documents showing Last Year Data

When we get to the next year, and have run **Close Accounts** on the previous year, the data will be transferred into the Last Year columns of each report, as shown below.

In the **Working Document**, values are shown for last year and adjustments are deducted in the calculation of the current year Income and Expenditure in order to reflect true brought forward values. The actual position on those adjustment items will be dealt with through their normal transaction records working themselves out in the new year (or are re-added at the end of the year).

In the following example, let's start with the year end position, including restated values for the previous year as it was our first year of the accounts.

<b>Scribe Town Council</b> <b>Year End Working Document</b> <b>Year ending 31/03/2014</b>					
		A	B	C	A - B + C
Last Year Inc\Exp	Income	Receipts	Last Years Adjustments	This Years Adjustments	Income
	Precept	5,000.00	0.00	0.00	5,000.00
	Community Centre	15.00	0.00	300.00	315.00
	Restated	0.00	500.00	0.00	-500.00
		<u>5,015.00</u>	<u>500.00</u>	<u>300.00</u>	<u>4,815.00</u>
Last Year Inc\Exp	Expense	Payments	Last Years Adjustments	This Years Adjustments	Expense
	Administration	230.00	0.00	-100.00	130.00
	Community Centre	80.00	0.00	0.00	80.00
	Open Spaces	0.00	0.00	-500.00	-500.00
	Provision for Doubtful Debts	0.00	0.00	600.00	600.00
	Restated	0.00	1,000.00	0.00	-1,000.00
		<u>310.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>-690.00</u>

So here we see in the Last Year column of the Balance Sheet, the details entered under Restate Last Year, including the adjustments, and in the right hand column we see the current year position, including the reversal out of the previous year adjustments.

In the working document, the current year activity is in Column C, and the reversal out of previous year is in Column B. There are no values shown in the left hand side Last Year I&E column, as we were not using the accounts for that year.



**Scribe Town Council**  
**Year End Working Document**  
**Year ending 31/03/2015**

		A	B	C	A - B + C
Last Year			Last Years	This Years	
<u>Inc\Exp</u>	<u>Income</u>	<u>Receipts</u>	<u>Adjustments</u>		<u>Income</u>
5,000.00	Precept	0.00	0.00	0.00	0.00
315.00	Community Centre	0.00	300.00	0.00	-300.00
-500.00	Restated	0.00	0.00	0.00	0.00
		<u>0.00</u>	<u>300.00</u>	<u>0.00</u>	<u>-300.00</u>
Last Year			Last Years	This Years	
<u>Inc\Exp</u>	<u>Expense</u>	<u>Payments</u>	<u>Adjustments</u>		<u>Expense</u>
130.00	Administration	0.00	-100.00	0.00	100.00
80.00	Community Centre	0.00	0.00	0.00	0.00
-500.00	Open Spaces	0.00	-500.00	0.00	500.00
600.00	Provision for Doubtful Debts	0.00	600.00	0.00	-600.00
-1,000.00	Restated	0.00	0.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

We have now moved on to the subsequent financial year, but no new transactions have been entered so we can look at the reports as a trial balance before they get 'covered up' with new activity

What was shown in Column C has now moved to Column B and is being reversed out.  
The income and expenditure column from last year now appears on the left hand side.

As yet there are no new adjustments for the new year in Column C or in the Balance Sheet, which merely carries over the balances (bank, VAT and funds)

However the reversal out of last year (column B) is taken into account as a starting point in the creation of the I&E account for the new year (A-B+C), and as shown below in the I&E report below

Scribe Town Council Income & Expenditure Account 01/04/2014 to 31/03/2015		
(Last) Year Ended 31 Mar 2014		(Current) Year Ended 31 Mar 2015
	<b>Income</b>	
5,000.00	Precept	0.00
315.00	Community Centre	-300.00
-500.00	Restated	0.00
<b>£4,815.00</b>		<b>-£300.00</b>
	<b>Expense</b>	
130.00	Administration	100.00
80.00	Community Centre	0.00
-500.00	Open Spaces	500.00
600.00	Provision for Doubtful Debts	-600.00
-1,000.00	Restated	0.00
<b>-£690.00</b>		<b>£0.00</b>
	<b>General Fund</b>	
1,000.00	Balance at 01 Apr 2014	2,505.00
4,815.00	ADD Total Income	-300.00
5,815.00		2,205.00
-690.00	DEDUCT Total Expenditure	0.00
6,505.00		2,205.00
4,000.00	Transfer to/from Reserves	0.00
<b>£2,505.00</b>	Balance at 31 Mar 2015	<b>£2,205.00</b>

### Restated Last Year Data and Changes to Cost Centres

Note that if in the future you change the values for last year by entering Restated values, all the reports will show single lines called 'Restated' instead of values for each cost centre, as the restated figures are not recorded at cost centre level.

Note that if Cost Centres exist only in last year or are new to the current year, they will still be listed but only in the relevant column. Similarly restated lines will appear in respect of any year to which they relate, even if only to one of the years.

Here are two examples, 12 months apart, to show how the figures move across the table.

Year End Working Document Year ending 31/03/2012					
Last Year Inc/Exp	Income	A	B	C	A - B + C
		Receipts	Last Years Adjustments	This Years Adjustments	Income
	Restated	0.00	300.00	0.00	-300.00
		0.00	300.00	0.00	-300.00
Last Year Inc/Exp	Expense	Payments	B	C	Expense
			Last Years Adjustments	This Years Adjustments	
	Wellbeing Grants	50.00	0.00	20.00	70.00
		50.00	0.00	20.00	70.00

Year End Working Document Year ending 31/03/2013					
Last Year Inc/Exp	Income	A	B	C	A - B + C
		Receipts	Last Years Adjustments	This Years Adjustments	Income
-300.00	Restated	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
Last Year Inc/Exp	Expense	Payments	B	C	Expense
			Last Years Adjustments	This Years Adjustments	
70.00	Wellbeing Grants	0.00	20.00	0.00	-20.00
		0.00	20.00	0.00	-20.00

If you undo the restatement of Adjustments by unticking the checkbox on the Restate Last Year Adjustments screen, the Cost Centre figures will reappear.

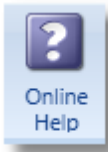
Note that for the Annual Statement, the restated values cannot be apportioned to staff, precept etc so the reversed values will be taken into account in Boxes 3 and 6 'Total other receipts/payments'.

**Part**

---

**IX**

## 9 Help and Support



Access the on-line Help by clicking **Help** on the main toolbar and selecting **On-Line Help**.

You will need Internet connection to access the Help. You can access this from any PC, not just the one used for Accounts.

If you do not adequate Internet connection on the PC when you need it, or do not have access to Broadband, you may prefer to access a PDF version which you can store on your PC. (See below)

The Web Help is published in HTML and will work with any browser.

### Using this Web Help

This guide is intended to reflect the menu structure of the application.

Use the left hand pane to select from the contents or use the index or search systems to locate a particular item.

You can move between Help topics by clicking on the links within the help text (shown as [hyperlinks](#) or [popups](#) ), and the Help Contents can be accessed at any time from the top of the Help Window.

### User Guides

For a printed copy of all the Help, to have a document for reading at your leisure or for reference, or for an electronic file copy to have on your PC without having to access the Internet, a PDF version of the User Guide is available. This is supplied on the distribution CD, and is also available for download from the User Information Centre website.

Note however that the CD version is as at a fixed point in time, not maintained in the same way as the on-line Help.


There are also additional related guides which are available for download.

### Training Videos

For new users it may be helpful to view examples so some training videos are available to download. These are in multiple chapters so you can select exactly what you need to review. There are also training exercises which you can download. Taken together the whole set of training with exercises would take between one and two days to run through.

### Tutorials

Within this Help guide there are two tutorial sections:

[Introductory Tutorial](#)  is a brief introduction to navigating the system and to help you get started

[FAQ Tutorials](#)<sup>[21]</sup> are to answer common queries in more detail, for instance about the year end

## Getting Support

See [Support](#)<sup>[22]</sup>

## Troubleshooting

[Click here](#)<sup>[23]</sup>

---

## 9.1 Getting Support

See the [Contents](#)<sup>[9]</sup> page for links to the **User Information Centre**.

We have also created a local ScribeSpace site separately on our office server so that you can access certain aspects in the unlikely event that the main BT web servers are unavailable.

For assistance with **Accountancy** queries outside the scope of software support, please contact one of our third party advisers listed on the website.

You can also ask other local councils who may have had similar experiences and already know the answers. Go to the ScribeSpace pages to find contact details from the map.

### Contact Scribe:

For support on technical matters, or for any administrative or sales queries about your licence or invoice etc, contact **Andrew Pickering** either by phoning 01775 820379 or preferably email [andrew@scribe2000.co.uk](mailto:andrew@scribe2000.co.uk) so that we can prioritise customer requirements.

Currently we will also help with accounting queries, but please note this is not part of the licenced support so may be withdrawn at any time.



You can also keep in touch using Twitter or Linked In.

You can link directly to these social media sites from the Scribe Info website.

We have stopped using Facebook or web forums as these were not being utilised.

**Contingencies:** If Andrew Pickering is not available due to long term illness there is a direct route to the program developers for technical support, but not for accountancy issues - see the website for contact details and terms. For accounts queries please contact the third party advisers.

---

## 9.2 Troubleshooting Error Messages

### Installation Troubleshooting

See separate guide - [click here](#)<sup>[54]</sup>

### Error Messages when using the application

- ❑ Microsoft error messages will appear in two situations when the Scribe application cannot connect to a SQL database:
  - You try to connect to a database on another PC or server when that is not turned on or when the network is not available.
  - You try to log on and the default (last used) logon is no longer available. Wait a moment and a blank logon box will appear so you can select another server and database to connect to.
- ❑ Note that SQL Express is very particular about upper/lower case characters. You will need to be very precise when using login names and database names. If you get errors when trying to connect or do backups, this is the first thing to look at.
- ❑ If the system fails to connect when you try to log in, and indicates the program cannot locate the server, it is possible that some setting has been changed on your PC, possibly as a result of a Windows update. There is a Technical guidance note available to download which describes the steps you should take to sort this out, typically by checking that server services are still running. This will normally be what has happened if the financial year has gone blank on the normal login popup. See [Advanced Troubleshooting](#)<sup>[55]</sup>

### ICT Support

Detailed Reference notes are available for IT Advisers [click here](#)<sup>[55]</sup>

See Also:

[Advanced Troubleshooting](#)<sup>[55]</sup>  
[Technical Reference](#)<sup>[50]</sup>

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## 9.3 Troubleshooting Installation

See Also: [Advanced Technical FAQ](#)<sup>[55]</sup> [Technical Reference](#)<sup>[50]</sup>

### SQL Express installation does not work or does not seem to complete properly

**Are you logged on the PC as a Computer Administrator?**

Check in Control Panel User Accounts  
Also try using 'Run as Administrator' on the setup program file (right button menu)

(Windows 8 or 10 ) **Have you installed and turned on .NET Framework 3.5?**  
(Windows 7 ) **Have you installed and turned on .NET Framework 4.5?**

Check in Control Panel Program List with 'Turn on Windows Features On/Off' displayed.  
In all cases make sure they are both turned on and if necessary run the appropriate installation program on the CD

**Scribe Council setup shows errors when creating a database or trying to logon****Error message that Scribe has encountered an error and needs to close. Report to Microsoft etc**

At installation, this may mean the Scribe application cannot find the SQL Express because it did not install correctly.

If your PC is not a new one it may also be that the graphics drivers on the PC are not up to date and cannot display forms which use later components. You will need to update your drivers to the latest versions.

If the error persists, first try uninstalling and reinstalling the Scribe application.

If necessary, try installing the SQL Express again. You will need to uninstall SQL Express before attempting to reinstall it. Then try running or if necessary reinstalling the Scribe application.

**Errors referring to 'network instance' or 'connection failed' or 'Could not open a connection...' or 'Login failed for user sa'**

These all mean that the Scribe application cannot connect to the database for one reason or another.

- Check the server name used is the same as the computer name with \SQLEXPRESS added on the end. Check computer name again in Computer Properties under 'Computer name, domain and workgroup settings'. Make sure there are no spaces in the name.
- Check you have used a backslash (\) before the SQLEXPRESS, not a forward slash (/)
- Check that Caps Lock is not set
- Check that sa is lowercase and that Scribe123 is lowercase with a capital S

**Note:** If you have failed to logon but a database has already been created, you will be prevented from creating another database with the same name, so always use a new database name each time you try to 'Create New Council'. (Write down the failed ones so you can tidy them up later.) If you forget what databases you have created you can check in Program Files

**Note:** Later when using Scribe you will also see connection errors like this at any time if you have installed over a network and the database PC or server is not turned on or the network is down when you try to connect from a different PC.

**The Create Council stage was successful but I cannot log on**

Check that for the logon screen you use the default user logon of Admin (lowercase with capital A)



**The system will not accept the licence key entered**

Check the licence key is typed in exactly as sent to you, in the correct case and without spaces. Do not confuse 0,o and O or i, l, L, or 1 etc (see example of fonts on the licence sheet)

If you have tried this several times, ask for an email of the document so you can cut and paste.

**Try doing these stages with two people looking as it is easy to overlook something, particularly if you have tried once or twice.**

## 9.4 Technical Reference

*This Page is intended primarily for ICT support*

**SQL Server and Operating Systems:**

The Scribe Accounts 2015 Application is an application built around the .NET Framework and using SQL Server Express. The version supplied is **Microsoft SQL Server Express 2012**.

It is anticipated that the application can be installed into any SQL Server environment (not 2005 or earlier) and onto any server. Existing users are supported on SQL Server 2008 and 2008 R2, including operating systems from Windows XP onwards.

A NAS device for file storage will not be appropriate as SQL Server generally requires local storage.

Any 2005 (or earlier) components of SQL Server must be uninstalled or updated. This includes elements of old versions of Outlook eg Business Contact Manager. You should therefore remove or update any Business versions of Office 2003 or 2007, or preferably try to use a PC which has not had these installed as some components may be difficult to remove.

**Operating Systems:** You can use **Windows 7 SP1** or **Windows 8, 8.1 or 10**, in 32 bit or 64 bit forms, for the server and connected PCs, in any combination. The Scribe application can be deployed onto any Windows client, so you can have a mix of Windows PCs in any one network setup.

If you are using a network server, you can use Windows Server 2008 R2 SP1 or Windows Server 2012. For installation on Windows Server you must ensure the .NET Framework requirements exist prior to the SQL installation.

Internet Explorer should be at IE 7 or above

The prerequisites for the application are **Microsoft .NET Framework 3.5 SP1** and **.NET Framework 4.5**. Both of these are required.

By default Windows 7 includes .NET Framework 3.5 but will require .NET Framework 4.5 to be loaded. Conversely Windows 8 and 10 already have .NET Framework 4.5, but do not have .NET Framework 3.5.

You must load the missing one from the Scribe CD in the Prerequisites folder. In any event the Scribe

setup program will check and report if either of these is missing.

The installation files are included on the Scribe CD.

To install .NET Framework 3.5, go to the Framework 3.5 folder, and run **dotnetfx35.exe**.

To install .NET Framework 4.5, go to the Framework 4.5 folder, and run **dotNetFx45\_Full\_x86\_x64.exe**.

After installation check in the Control Panel Programs list, and under the 'Turn Windows Features on and Off' section, that both are available and turned on.

## 1. SQL Server

If you already have SQL Server available on the PC or network, and know its location, you can now go straight to the installation of Scribe Accounts 2015 itself.

If you need to install SQL Express, the Scribe installation CD comes with Microsoft SQL Express 2012.

- For 32 bit Windows, you will need to run the file **SetupSQL\_x86.bat**.
  - For 64 bit Windows, you will need to run the file **SetupSQL\_x64.bat**.

The bat files contain the required parameters for the Scribe application. To have the initial default logons these must be used rather than running any download directly from Microsoft.

## 2. Scribe Accounts 2015 Application

To install the Scribe application, run the **ScribeSetup.exe** in the Scribe Application Setup folder.

Accept all the default settings.

Warning: On Network installations be careful with firewalls or anti-virus security applications which are designed to prevent intrusion and traffic between PCs on the network. It is recommended that firewalls are turned off during installation, and you may need to check your network settings to allow traffic for the Scribe application.

## 3. Council Setup

**Create Council** creates a connection from the application to the database, and creates the tables in the database. 'Council' refers to each server/database combination, as there may be several for multiple organisations and locations. We recommend the database name 'scribe' but this is not essential.

Use SQL Server user 'sa' (Password 'Scribe123', both case sensitive) to perform database operations, unless you have a pre-existing SQL Server available with alternative administrator logins. Ensure users are aware of the database logins as they will require these for backups and similar procedures.

Use Scribe application default administrator user 'Admin' (password 'Admin') to logon once connected. Note there is no backdoor to reset user logins, so any new usernames/passwords created must be retained securely.

## Alternative Scenarios (eg Networks or Multiple Councils)

**Connect to Existing Council** allows connection of subsequent PCs to the previously created database. This requires only the connection details using the server name previously used. It does not require any network drive mapping and uses Windows PC names visible within the network workgroup. Additional client PCs can be connected to an independent server or to a PC acting as a server.

If any network issues occur, first check **SQL Server Configuration Manager**. This is normally

available from the Start menu All Programs list in Windows 7, but in Windows 8 or 10 you can view services directly from Control Panel | Administrative Tools | Services.

In SQL Server Services, SQL Server (SQL Express) and SQL Server Browser should be enabled and running. (SQLServerAgent is not relevant).

In SQL Server Network Configuration, Named Pipes and TCP/IP protocols should be enabled.

Note that we do not expressly support implementation within a Windows Domain/Active Directory environment. Windows Workgroups/Homeworkgroups should normally be adequate.

Check that all firewalls and security measures across the network permit SQL access. It will pay to turn off all such restrictions for installation. If ports need to be configured manually SQL Server generally listens on TCP port 1433. The article at <http://support.microsoft.com/kb/287932> describes the firewall settings needed for connection to the server.

## Configuration files

If there is ever a need to reinstall or relocate, it helps to remove these files so as to obtain a clean login.

Database Connection details are stored in **Scribe.exe.config** which is (for Windows 7/8/10) in \Program Data\Scribe 2000 Ltd\ and (the default) in \Program Files\Scribe 2000 Ltd\Scribe Accounts

Last login connection (for any Windows user) is stored in **User.config** which is (for Windows 7/8/10) in Users\<User Name>\App Data\Local\Scribe 2000 Ltd\

Note some of the above paths may include \x86 in 64 bit OS.

Note you may need to enable 'Show hidden files' in Folder options in order to see these files in Windows explorer

## Logo filepath

If a logo or address image is to be included in invoices etc, a suitable file can be stored.

The file must be called **Letterhead.jpg** and stored alongside the application configuration file typically:

C:\Program Data\Scribe 2000 Ltd\

Note a blank image is supplied by default and it is recommended this be saved in case it needs to be reinstated.

## Backup/Restore

A backup process is incorporated within the application and is recommended in addition to any overarching security. This requires database connection login during the process, not just user login, and utilises Microsoft procedures to create a .bak file of the entire database selected.

Any database can be backed up from any connected location and to any destination location but this must be local to the server. The current logged on database is supplied as default.

A filename and path for the backup location is required when performing the backup (if only a filename is entered the result will be saved into the Microsoft data folder by default).

Restore requires the full filepath including the .bak extension. If restore is performed to a new database name the database will be created automatically but later will require a 'Connect to Existing Council' to add it into the Scribe system. Recommended restore process is to create a new database using Create Council, then log into it and restore using the same database name.

## Uninstalling

**Council Setup** allows for the deletion of existing Councils or Databases. Normally use Delete Database which removes both elements. The Council currently logged on to cannot be deleted.

Therefore to clean down a PC, create a new Council and connect to that in order to delete all the Councils and databases containing data. Physically delete the configuration files listed above. The Scribe application itself can be uninstalled using Control Panel.

### Updating the Application

To install a newer version of the Scribe application, you can simply run the **ScribeSetup.exe**, usually from a download. This will uninstall and reinstall the later version. Also run **Update Script** from the Setup toolbar immediately after logging on, which synchronises any new procedures with the database.

Any install/uninstall of the Scribe application has no effect on the existence of SQL Express or its data. If the Scribe application is permanently uninstalled without deleting the Councils, the existing databases will continue to be available directly from Microsoft SQL Server.

### Databases

The physical location of the application databases is within the Microsoft Program area eg C:\Program Files\Microsoft SQL Server\MSSQL10.SQLEXPRESS\MSSQL\DATA. You will never need to know or use this filepath in normal operation. However it may on occasions be useful to view what databases exist or to find backups which have been incorrectly named. You will normally find a pair of similarly named files for each database, in addition to a number of standard Microsoft files.

### Troubleshooting

Check the [Troubleshooting Installation FAQ](#)<sup>54</sup> for common errors

See Also: [Advanced Technical FAQ](#)<sup>55</sup>

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